HIMSS AsiaPac08
Conference & Exhibition
20-23 MAY 2008/HONG KONG

Dear Exhibitor,

It is our pleasure to welcome you to the second annual HIMSS AsiaPac08 Conference & Exhibition, an unprecedented forum where thought leaders and key stakeholders in healthcare and technology from throughout the Asia Pacific region will converge.

Providing needs-based solutions, HIMSS AsiaPac08 seeks to promote the optimal use of healthcare IT and management systems. It promises to be a place for intensive knowledge exchange where the best minds will gather, and a platform for unlimited networking opportunities as leaders from healthcare, government and IT converge.

As a key participant in this program, you will not only have the opportunity to demonstrate your product and service on the show floor, but you will be able to experience and learn from real-world case studies, education sessions, dynamic networking opportunities, a hands-on trade exhibit with interoperability demonstrations, opportunities for professional development, and much more. HIMSS AsiaPac08 is designed *by* and *for* healthcare professionals involved in the everyday application, management and advancement of healthcare IT.

We hope your experience at the HIMSS AsiaPac08 Conference & Exhibition helps you establish new relationships, strengthen existing ones, and most importantly, meet your company's overall marketing and sales goals. Please be sure to read and make note of all of the parts of this manual that apply to your participation at HIMSS AsiaPac08 Conference & Exhibition. Don't hesitate to contact us if there is anything we can do to assist you. And once again…WELCOME!

Sincerely,

Virginia Geoghegan
Exhibits Project Manager
+1 734-477-0855
vgeoghegan@himss.org

HIMSS AsiaPac08
Conference & Exhibition
20-23 MAY 2008/HONG KONG

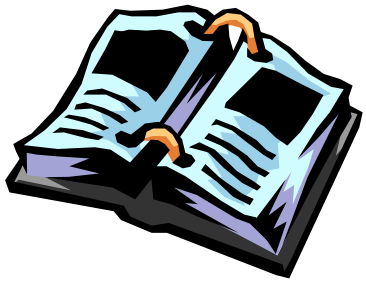
EXHIBITION SCHEDULE

Exhibit Hall Hours:

Tuesday, 20 May 2008	17:30 – 19:30 (Opening Reception on the Exhibit Floor)
Wednesday, 21 May 2008	11:45 – 14:15 & 16:30 – 18:00 (Wine & Cheese Reception on Exhibit Floor)
Thursday, 22 May 2008	11:30 – 14:00 & 16:00 – 18:00
Friday, 23 May 2008	10:00 – 12:00

Exhibitor Badge Registration Hours:

Tuesday, 20 May	10:00 – 19:00
Wednesday, 21 May	07:30 – 17:00
Thursday, 22 May	08:00 – 17:00
Friday, 23 May	08:00 – 12:00



Exhibitor Move-In Schedule:

Monday, 19 May	08:00 – 24:00
Tuesday, 20 May	08:00 – 12:00

Exhibitor Move-Out Schedule:

Friday, 23 May	12:00 – 24:00

- No packing of equipment or dismantling of exhibits is permitted until the exhibition closes at 12:00 Friday, 23 May 2008.
- Early move-out will result in loss of exhibitor points. This will impact space assignment at future HIMSS AsiaPac Conference & Exhibitions.

HIMSS AsiaPac08
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SCHEDULE-AT-A-GLANCE

TUESDAY, 20 May

Satellite Programs
10:30 - 17:00

CPHIMSS Review
9:00 -17:00

Opening Reception
17:30 - 19:30

WEDNESDAY, 21 May

Opening Keynote Address
09:00 - 10:30

Education Sessions
11:00 - 12:00

Exhibition Hours
11:45 - 14:15

Education Sessions
14:30 - 16:45

Wine & Cheese Reception
16:30 - 18:00

THURSDAY, 22 May

Education Sessions
09:00 - 12:30

Exhibition Hours
11:30 - 14:00

Keynote Speaker
14:00 - 15:00

Education Sessions
15:30 - 16:30

Exhibition Hours
16:00 - 18:00

Special Networking Reception
19:00 - 22:30

FRIDAY, 23 May

Education Sessions
09:00 - 10:00

Exhibit Hours
10:00 - 12:00

Closing Keynote Address
12:00 - 13:00

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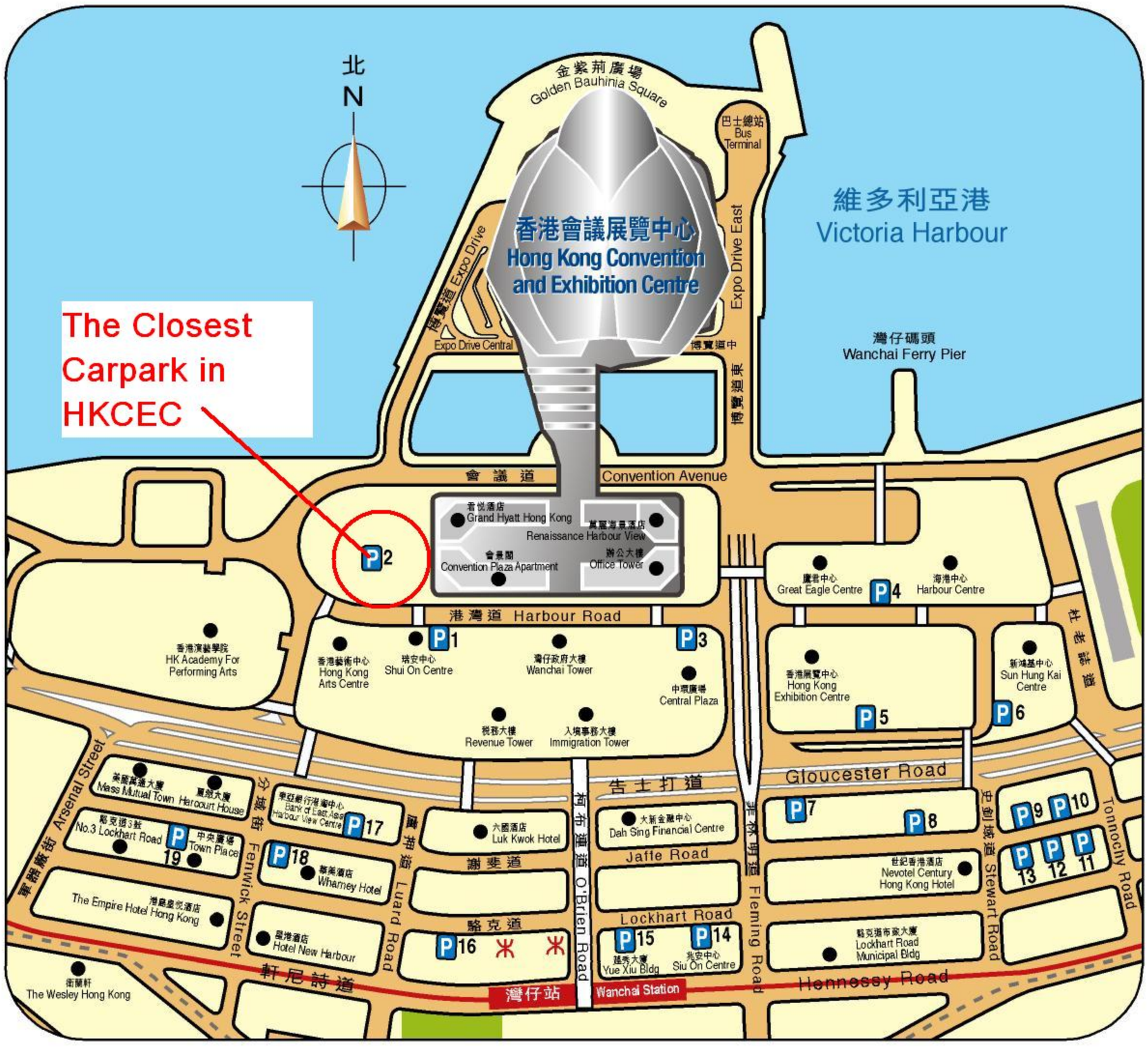
EXHIBITOR DEADLINE CHECKLIST

Date Due	To Do	Done ✓
11 February 2008	Advanced exhibitor and guest badge registration opens	
3 March 2008	Booth space balances due	
4 March 2008	Booth space will be released if 100% of booth balance is not paid	
7 March 2008	Sponsorship balances due	
4 April 2008	Exhibitors' Product & Service Directory information due. (Exhibitor list with company description)	
7 April 2008	Island and Peninsula Booth floor plans due for approval	
7 April 2008	ICW / Hospitality request form due	
14 April 2008	Security form due (overnight security)	
14 April 2008	Attendee Mailing List for Marketing order form due	
17 April 2008	The following order forms from **Pico** are due by this date: Booth carpet, Furniture, Accessories, Installation and dismantle, Audio visual, Electrical, Computer equipment, Cleaning, Plants	
17 April 2008	The following order forms from **Hong Kong Convention Center** are due by this date to receive early bird pricing: Telephone and Internet	
23 April 2008	Who's In Charge form due	
5 May 2008	Private demonstration request form due	
5 May 2008	Booth giveaways and raffles form due	
19-20 May 2008	HIMSS AsiaPac08 move-in	
20-23 May 2008	HIMSS AsiaPac08 Conference & Exhibition	
22-23 May 2008	Onsite booth selection	
30 May 2008	Post-conference attendee mailing list rental order form due	
16 June 2008	Exhibitor survey due	



1 瑞安中心
Shui On Centre
電話 Tel: 2802 8018

2 會展中心停車場 (港灣道)
HKCEC carpark (Harbour Road)
電話 Tel: 2802 7376

3 中環廣場
Central Plaza
電話 Tel: 2586 8123

4 鷹港公眾停車場
Eagle Harbour public carpark
電話 Tel: 2827 5102

5 華潤公眾停車場
China Resources Bldg carpark
電話 Tel: 2828 5690

6 新鴻基中心
Sun Hung Kai Centre
電話 Tel: 2827 7247

7 聯合鹿島大廈
Allied Kajima Bldg
電話 Tel: 2583 9036

8 國衛中心
AXA Centre
電話 Tel: 2511 0673

9 海外信託銀行大廈
O.T.B Bldg
電話 Tel: 2574 3489

10 新銀集團中心
The Sun's Group Centre
電話 Tel: 2833 2923

11 三湘大廈
Sunshine Bldg
電話 Tel: 2574 6172

12 中國網絡中心
China Online Centre
電話 Tel: 2572 6725

13 群策大廈
Kwan Chart Tower
電話 Tel: 25113729

14 兆安中心
Siu On Centre
電話 Tel: 2511 3938

15 越秀大廈
Yue Xiu Bldg
電話 Tel: 2512 9228

16 中國海外大廈
China Overseas Bldg
電話 Tel: 2865 7672

17 東亞銀行港灣中心
Bank of East Asia Harbour View Centre
電話 Tel: 2529 7805

18 東城大廈
East Town Bldg
電話 Tel: 2528 1521

19 滙漢大廈
Asia Orient Tower
電話 Tel: 2830 3845

CONTACT LIST

Conference Management

HIMSS
230 East Ohio Street, Suite 500
Chicago, IL 60611-3269

Exhibit Services/Logistics/Production

Virginia Geoghegan
Exhibit Project Manager
+ 1 734-477-0855, vgeoghegan@himss.org
Christina Dorsey
International Exhibits/Meetings Associate
+1 312-915-9516, cdorsey@himss.org

Media/Press

Joyce Lofstrom (United States)
Manager, Corporate Communications
+1 312-915-9237
jlofstrom@himss.org
Florence Chua (Asia)
Marketing/PR contact
+65-6496-5551
Florence.Chua@mci-group.com

Exhibit Booth & Sponsorship Sales

Kelly Laidler
Director, Business Development
+1 312-915-9285, klaidler@himss.org
Tia Peterson
Manager, Business Development
+1 312-915-9232, tpeterson@himss.org
Corinne Tanda
Manager, Business Development
+1 312-915-9278, ctanda@himss.org
Sally Glass
Managing Director
+61-2-4324-9873, sally.glass@chik.com.au
John Glass
Managing Director
+61-2-4324-9873, john.glass@chik.com.au

OFFICIAL SHOW SUPPLIERS AND CONTRACTORS

Conference Facility

Hong Kong Convention Center
1 Expo Drive
Wanchai, Hong Kong, China
Tel: +852-2582-8888
Fax:+852-2802-7284
E-mail: info@hkcec.com
Web: http://www.hkcec.com

Stand Builder

PICO Art International Pte Ltd.
PICO Creative Centre
20 Kallang Ave.
Singapore 339411
Tel: +65-6294-0100
Fax: +65-6290-5902
E-mail: malina.tjhin@sg.pico.com
Web: www.picoworld.com

Exhibitor Housing

Ambassadors
240 Peachtree Street, Suite 22-S-10
Atlanta, GA 30303
United States
Fax: +1-404-584-0685
Email: asiapac@ambassadors.com

Exhibitor Badge Registration

Pacific World
#03-01 Rex House
Singapore 229832
73 Bukit Timah Rd.
Tel: +65-6336-1286
Fax: +65-6336-2123
E-mail: himssasiapac@pwevent.com
Online Badge Reservations:
http://www.himssasiapac.org/travel/hotelRes.aspx

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Business Center
Hong Kong Convention & Exhibition Centre
1 Expo Drive
Wanchai, Hong Kong
Tel: +852-2582-8888
Fax: +852-2802-7284

Telecommunications & Networking
Hong Kong Convention & Exhibition Centre
1 Expo Drive
Wanchai, Hong Kong
Tel: +852-2582-8888
Fax: +852-2802-7284

Exhibit Security
Legend Manpower Services Pte Ltd
51 Thomson Rd
187B Goldhill Centre
Singapore 307586
Tel: +65-6338-8217
Fax: +65-6338-8927
E-mail: dave@legend-security.com.sg

Freight Transportation In Asia
TRANS-LINK EXHIBITION FORWARDING (HK) LTD
29th Floor, Fook Lee Commercial Centre
Town Place, No. 33 Lockhart Road
Wanchai, Hong Kong SAR
Phone: 2866-2505
Fax: 2866-2421
E-mail: enquiry@trans-link.com.hk
Contact: Mr Ringo Lau

Freight Transportation from the US to Asia
TWI Group, Inc.
Elias Guerra
2725 E Desert Inn Road
Suite 200
Las Vegas NV 89121
Phone: +1 702-691-9034
Fax: +1 702-691-9055
www.twiglobal.com

Booth Catering
Hong Kong Convention & Exhibition Centre
1 Expo Drive
Wanchai, Hong Kong
Tel: +852-2582-8888
Fax: +852-2802-7284

Electrical & Utility Services
PICO IES Group Ltd.
PICO Building
12A Dai Fat Street
Tai Po Industrial Estate
Tai Po, N.T. Hong Kong
Tel: +852-3713-0521
Fax: +852-2660-4672
Attn: Ms. Malina Tjhin
E-mail: malina.tjhin@sg.pico.com
Web: www.picoworld.com

Audiovisual
PICO IES Group Ltd.
PICO Building
12A Dai Fat Street
Tai Po Industrial Estate
Tai Po, N.T. Hong Kong
Tel: +852-3713-0521
Fax: +852-2660-4672
Attn: Ms. Malina Tjhin
E-mail: malina.tjhin@sg.pico.com
Web: www.picoworld.com

Floral and Plant Rental
PICO IES Group Ltd.
PICO Building
12A Dai Fat Street
Tai Po Industrial Estate
Tai Po, N.T. Hong Kong
Tel: +852-3713-0521
Fax: +852-2660-4672
Attn: Ms. Malina Tjhin
E-mail: malina.tjhin@sg.pico.com

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ATTENDEE LIST RENTAL INFORMATION

DEADLINES:

- **Pre-Conference: Order by 14 April 2008 (List will be sent via e-mail 18 April 2008)**
- **Post-Conference: Order by 30 May 2008 (List will be sent via e-mail 2 June 2008)**

The attendee mailing list is a great way to promote your presence along with your products and services to all registered HIMSS AsiaPac attendees. HIMSS will send you a list of current registered attendees on 18 April 2008. This excel list will contain attendees' name, company, title and address (**e-mails, telephone and fax numbers will not be included**).

The Attendee List is Owned and Copyrighted by HIMSS

The electronic list you receive may only be used **ONE** (1) time and may not be reproduced, digitized, nor stored in any electric retrieval system or database for any reason, nor sold or given to any third parties without prior written permission from HIMSS. **Companies that breach this Agreement, including the inappropriate use of the list shall result in the immediate loss of any and all of their HIMSS AsiaPac exhibitor priority points and the loss of opportunity to accumulate points for HIMSS AsiaPac09 and HIMSS AsiaPac10 Conference and Exhibitions, as well as the ability to exhibit in the future at HIMSS AsiaPac Conferences & Exhibitions.**

Information that will be included in the Electronic List of all Registered Attendees

The attendee list comes in an electronic format that includes the following information: Attendee name, title, company name, and complete mailing address. **Phone numbers, fax numbers, and e-mail address will not be provided.**

Approvals and Multiple Mailings

All mailers must be approved in advance by HIMSS. Orders will not be processed if mailers have not been approved by HIMSS. Each company may order only one (1) list for one (1) distribution.

What We Need to Process Your Order

To expedite your order promptly, please submit the following items at the same time:

- Completed order form
- Signed and completed agreement and payment form
- Full payment
- Sample of the piece to be mailed

Questions?

Please contact:
Virginia Geoghegan
+1 734-477-0855
vgeoghegan@himss.org

HIMSS AsiaPac08
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ATTENDEE LIST RENTAL AGREEMENT AND PAYMENT FORM

ORDER NOW! Each company may order only one (1) list. Please PRINT all information except signature.

This agreement is entered into and effective as of the date this Agreement is signed. The contract terms and conditions are non-negotiable and may not be changed, added to, taken away from, or modified in any way. Changes will not be accepted. The contract terms and conditions contained within this document make this a binding agreement. This Agreement is by and among the Healthcare Information and Management Systems Society ("HIMSS") and

_____("User").

Exhibiting Company: _____ **Booth #:** _____

Contact Person: _____ **Tel:** _____

E-mail:_____

List Requested:

☐ **Pre-Conference = HKD 2.730 ($350 USD)**
Order By 14 April 2008
Use By 9 May 2008

☐ **Post Conference = HKD 2.930 ($375 USD)**
Order By 30 May 2008
Use By 20 June 2008

Registrants provide demographic information on a voluntary basis.

IN WITNESS WHEREOF, the parties have executed this Agreement.

For USER:

Company Name: _____
Address: _____ Country: _____
City, State/Province, Country Code_____
Authorized Person (Print): _____
Title:_____
Authorized Signature:_____ Date:_____

For HIMSS AsiaPac08: (For internal use only)
HIMSS
Authorized Person (Print): _____
Title:_____
Authorized Signature:_____ Date: _____

Methods of Payment:

Please charge my credit card:
☐ **Visa** ☐ **American Express** ☐ **MasterCard** ☐ **Discover**
Please charge this amount **HKD**_____ or $_____ USD
Cardholder Name_____
Credit Card Number_____ Exp. Date_____
Cardholder Signature_____

Please direct wire transfers to HIMSS:
For credit to: JP Morgan Bank, N.A., Singapore
SWIFT Address: CHASSGSG
Favouring: Healthcare Information and Management Systems Society
Account #0172943794

Please fax this form to:
HIMSS
Attn: Finance
+1 312-915-9209

ATTENDEE LIST RENTAL AGREEMENT

Mailing Piece: Announcement of User participation in HIMSS AsiaPac08 Conference & Exhibition only or follow-up regarding User participation in HIMSS AsiaPac08 Conference & Exhibition only within period of specified dates.

1. **Scope of Agreement**

User agrees to adhere to the following provisions concerning the use of the list, including all data, names and addresses furnished on such list (hereinafter referred to as "list"), which User has requested, from HIMSS:

A. A final sample of User's mailing piece shall be provided to HIMSS for approval prior to release of any list. Such action by HIMSS shall not be unreasonably delayed. Mailing pieces shall be limited to announcement of and/or follow-up regarding User's participation in HIMSS AsiaPac08 Conference & Exhibition. Samples must be submitted with each request made.

B. All fees, paid in full, shall accompany this signed Agreement and such fees are non-refundable.

C. User agrees that the list, including all such data found on the list provided by HIMSS to User, remain the exclusive property right of HIMSS. User's use of the HIMSS approved mailing piece as described in 1A above. User shall not use the HIMSS AsiaPac08 attendee list and the data included on such list for any other purpose except as provided in this Agreement.

D. The Terms and Conditions of this agreement are non-negotiable.

2. **Compensation**

HIMSS shall receive for services: Pre-Conference List: HKD 2.730 ($350 USD); Post Conference List: HKD 2.930 ($375 USD).

3. **Breach of Agreement**

Breach of this Agreement, including the inappropriate use of the list will result in the immediate loss of any and all HIMSS AsiaPac exhibitor priority points and the loss of opportunity to accumulate points for HIMSS AsiaPac09 and HIMSS AsiaPac10 Conference & Exhibitions, and ability to exhibit at future HIMSS AsiaPac conferences, as well as any and all other remedies under law.

4. **Approval Process**

HIMSS shall have five (5) business days after receipt of the User's completed attendee list rental application, payment, sample mailing piece and signed contract, to approve or reject the request. Any rejection by HIMSS shall be in writing and shall specifically state the reason(s). User shall have the opportunity to make revisions. If HIMSS does not approve User's revised mailing piece, the parties may further discuss the matter; however, User agrees that HIMSS shall have final authority to approve or reject any mailing piece, which will be using the HIMSS AsiaPac08 Mailing list.

5. **Ownership**

a) Materials prepared under the Agreement, in whatever form, including but not limited to, all drafts and final versions of the list, shall remain the sole and exclusive property right of HIMSS. Upon termination of this Agreement, User shall return all such materials to HIMSS.

b) User further acknowledges and agrees that (1) the data provided in the list are proprietary to and confidential property of HIMSS and constitute valuable information in which HIMSS holds all protectable rights, including trademark and copyright; (2) User acquires no right(s) to the list or data contained therein except to use such material in accordance with the terms provided in this Agreement; (3) User agrees not to challenge the rights claimed by HIMSS related to any lists or the data contained therein, that are provided to User by HIMSS.

6. **Confidentiality**

User acknowledges that all information concerning the HIMSS AsiaPac08 attendee list, including but not limited to the proposed, revised, and final list, is confidential and copyrighted information and agrees to hold such information in strict confidence. **User, its employees and agents, agree not to reproduce, digitize, sell, use more than once, store in any database, nor disclose, provide, or otherwise make available any such information to any third party.**

7. **Indemnification**

It is understood that User is performing as an independent contractor. User assumes entire responsibility and hereby agrees to protect, indemnify, defend and save HIMSS, its board, employees and agents harmless against all liabilities, claims, causes of action, losses and damages to persons or property, including expenses and attorneys fees, arising out of or caused by User, its employees or agents in connection with this Agreement.

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ATTENDEE LIST RENTAL AGREEMENT (cont'd)

8. **Duration/Cancellation**

This Agreement shall commence on execution of the Agreement, and shall expire on 20 June 2008. The pre-show attendee list will be emailed 14 April 2008 and must be used prior to 9 May 2008. The post –show attendee list must be ordered by 30 May 2008 and must be used before 20 June 2008. Either party may cancel the Agreement with 14 days written notice. User agrees to return all material provided by HIMSS and shall not be due a refund of any fees paid unless this Agreement is canceled by HIMSS without cause.

9. **Miscellaneous**

A. The paragraph headings used herein are for convenience only and shall not be construed in interpreting this Agreement.
B. Each paragraph and provision of the Agreement is severable from the entire Agreement, and if a provision shall be declared invalid, the other provisions shall remain in full force and effect without regard to the invalidity of said provision.
C. No waiver by HIMSS of any breach on the part of User or of any right or remedy incident thereto shall constitute a continuing waiver or a waiver of any other breach or right or remedy incident thereto.
D. This Agreement supersedes all prior agreements and understandings of any nature whatsoever, oral or written, and constitutes the entire understanding among the parties hereto.
E. Either party without the written consent of the other party may, not assign this Agreement, and the rights and obligations contained herein.
F. Only a written instrument executed by all parties may modify this Agreement.

Product Tutorials

DEADLINE: Available until sold out

Introduction

The Product Tutorials are presentations allowing exhibitors to educate attendees on the solutions provided by their product or service. These 45-minute presentations provide exhibiting companies the opportunity to present educational content to attendees. We *highly recommend* your session be presented in a case study format as it is the format attendees prefer. The Product Tutorial theatre will be located on the exhibition floor and sessions will be scheduled during exhibit hours. Product Tutorials are available exclusively to HIMSS AsiaPac08 exhibitors.

HIMSS Will Provide:

- 45-minute presentation timeslot
- The theatre will be equipped with a Plasma screen to hook in your laptop, podium, wired microphone, theatre-style seating for 30 people, and a table to distribute handouts. (Additional audiovisual equipment is available for rental from the official audiovisual contractor.)
- Graphics placed outside each theatre containing session information
- Marketing of your session in the following media:
    - The HIMSS AsiaPac08 Website
    - Onsite Guide

Marketing Your Session

Marketing your session to attendees before and during the conference is critical to creating interest in your presentation and building attendance at your session. Below are suggested approaches to marketing your session:

- Promote your session on your corporate website and include your session topic, a brief description, the session speaker, the session date and time, and the session location.
- Send a marketing piece to pre-registered attendees telling them about your session. Each exhibiting company will have the opportunity to purchase the attendee mailing list.
- Mention your session on literature that you have printed to distribute at your booth.

Submissions

The session title, session abstract, and presenter information can be submitted to Christina Dorsey at cdorsey@himss.org.

The timeline for the Product Tutorial submissions is as follows:

- **4 April 2008:** Deadline to submit presenter information, including credentials, title, and company, as well as the session title and abstract. This information will be included in the onsite brochures that will be given to all attendees and will be placed on our Website. Session information submitted after this date will not be included in onsite materials.
- **25 April 2008:** Presentation guidelines and tips will be e-mailed to presenters and primary contact.

All applications must be accompanied by full payment. A timeslot will not be assigned until full payment is received. Approved sessions are assigned on a first-come, first-served basis; we will not hold timeslots without application and payment.

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Definition of a Case Study

A case study ***focuses on a specific product*** and provides a detailed review or analysis that captures the background, process, outcomes, successes, failures, and lessons learned. The case study may include qualitative or quantitative data, or both. The case study provides an opportunity to explore a single product in depth, and to strengthen problem-solving and decision-making skills.

Case studies are:

- Educational in nature as opposed to having a sales or marketing angle.
- Provide unbiased data and analysis regarding a particular product.
- Presented by an individual from the client organization who has had experience with the product.
- Informative and assist potential clients in making an educated decision about the product.
- Identify the strengths and weaknesses of a particular product.

Case Study Presentation Guidelines

- Identify a problem or need that the client has.
- Identify the specific product that was put in place to respond to that challenge or need.
- Identify how effective the product was in addressing that challenge or need.
- State client's overall experience with the product.
- Lend credibility to your session by having an *individual from the client organization* that has direct experience with the specific product conduct the presentation.
- Include a 1- or 2-page summary with key information from the actual case study report prepared by the client organization. The case study report contains information that is valuable to potential clients.

Successful Case Study Tips

- Handouts should be distributed to complement your presentation.
- The Product Tutorials are meant to be a forum in which exhibitors can present the benefits of their products in an educational format. Information about third parties (competitors) should be left out of your presentation unless prior written permission is obtained. Comments and statements regarding other companies that could be seen as defamatory or libelous should be left out of presentations. HIMSS does not assume liability for any presentation content.

Interested in participating in the Product Tutorial? Please contact:

Tia Peterson, +1 312-915-9232, tpeterson@himss.org
Kelly Laidler, +1 312-915-9285, klaidler@himss.org
Corinne Tanda, +1 312-915-9287, ctanda@himss.org

Logistics and Planning questions? Please contact:

Virginia Geoghegan, +1 734-477-0855, vgeoghegan@himss.org
Christina Dorsey, +1 312-915-9516, cdorsey@himss.org

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Product Tutorial Application

DEADLINE: Available until sold out

Please complete one form for each session. Please PRINT all information except signature.

Exhibiting Company_____

Primary Contact Person_____

Tel_____Fax_____

E-mail_____

Select Preferred Timeslot

(Select a theatre and **two** timeslots in order of preference. We will do our best to secure a timeslot of your choice. However, **we cannot guarantee you will receive one of your preferred timeslots.** Timeslots are assigned on a first-come, first-served basis, according to when application **and** full payment is received.)

Theatre 227

Wednesday, 21 May	**Thursday, 22 May**
___ 11:45 - 12:30	___ 11:45 - 12:30
___ 12:45 - 13:30	___ 12:45 – 13:30
___ 13:45 - 14:30	___ 16:15 – 17:00
	___ 17:15 – 18:00

Theatre 527

Wednesday, 21 May	**Thursday, 22 May**
___ 11:45 - 12:30	___ 11:45 - 12:30
___ 12:45 - 13:30	___ 12:45 – 13:30
___ 13:45 - 14:30	___ 16:15 – 17:00
	___ 17:15 – 18:00

Price Per Session: HKD 3,250 ($420 USD) per session

Payment Total: HKD_____ or $_____USD

Methods of Payment:

Please charge my credit card:

☐ **Visa** ☐ **American Express** ☐ **MasterCard**

Please charge this amount HKD_____

Cardholder Name_____

Credit Card Number_____ Exp. Date_____

Cardholder Signature_____

Please direct wire transfers to HIMSS

For credit to: JP Morgan Bank, N.A., Singapore
SWIFT Address: CHASSGSG
Favouring: Healthcare Information and Management Systems Society
Account #0172943794

Please fax this form to:
HIMSS
Attn: Finance
+1 312-915-9209

VENDOR HEADQUARTERS

Private meeting spaces are in high demand at the HIMSS AsiaPac08 Conference & Exhibition. Take advantage of this opportunity to rent meeting space onsite at the Hong Kong Convention Center inside the exhibit hall. There are a limited number of Vendor Headquarters—beat the rush and reserve your meeting space today!

Benefits of Vendor Headquarters space at the HIMSS AsiaPac08 Conference & Exhibition:

- Client meetings
- Sales meetings
- Focus groups
- Training sessions
- Relaxation room for staff
- Your clients and sales staff will already be in the same location
- CONVENIENCE

General Information:
Vendor Headquarters are available exclusively to exhibiting companies. Available size is 3 x 6 and may be customized to meet your specifications. Vendor Headquarters space includes: 4 hard walls with lockable door and an identification sign with your company logo.

** The exhibitor will be responsible for charges to furnish and equip the vendor headquarter space. Please use the forms provided to you in your Exhibitor Service Manual to order additional items and/or services.*

Your Vendor Headquarter space may be used during the following hours:

Wednesday, 21 May	10:45 – 19:00
Thursday, 22 May	10:30 – 19:00
Friday, 23 May	9:00 – 13:00

Staff using the Vendor Headquarters during non-exhibit hours must possess an exhibitor badge. Security will not allow access to the exhibit hall during non-exhibit hours without an exhibitor badge. A representative of your company will need to escort attendees to your Vendor Headquarters during non-exhibit hours at the closest entrance to your vendor headquarter space. HIMSS does require each company using the Vendor Headquarters during non-exhibiting hours to have a security guard.

To Rent a Vendor Headquarter space, please contact:
Kelly Laidler, +1-312-915-9285, klaidler@himss.org
Tia Peterson, +1-312-915-9232, tpeterson@himss.org
Corrine Tanda, +1-312-915-9278, ctanda@himss.org

Space Production Questions, please contact:
Virginia Geoghegan, +1-734-477-0855, vgeoghegan@himss.org

To Request a Security Guard, please contact:
Legend Manpower, +65-6338-8217, dave@legend-security.com.sg

AsiaPac 2008

20-23 May 2008
Hong Kong Convention Center
VENDOR HEADQUARTERS CONTRACT TERMS AND AGREEMENT

Please return signed copy with payment to HIMSS and retain a copy for your records.

Please direct wire transfers for AsiaPac to:
JPMorgan Chase Bank, N.A., Singapore
(SWIFT Code: CHASSGSG)
Favoring
Healthcare Information & Management Systems Society
Account # 0172943794

Checks: payable to Healthcare Information and Management Systems Society and mailed to: HIMSS, Attention: Finance Department
230 E. Ohio Street, Suite 500, Chicago, IL 60611-3269 USA

Credit card payments: Fax +1-312-915-9209, Attn: Finance.

HIMSS Federal Tax ID# is 36-3906745. The terms and conditions on the reverse side of this document and all rules and regulations as outlined in the exhibitor service kit, to follow, are an integral and binding part of this agreement.
Please list the Company name as it should appear in all conference materials. The primary contact person will receive all communications related to the Conference. Please notify HIMSS should any of this information change.

Primary Contact Person

Title

Company

Address

City

State Zip Code Country

Phone Fax

Email Address Web Address

The minimum booth size is 3Mx3M. HIMSS will make every effort to accommodate your request, but cannot guarantee your request(s). If none of your requests are available, HIMSS will assign a booth for your company.

Please specify booth numbers in the order of preference.
1)_____2)_____3)_____4)_____

Booth Assigned by HIMSS_____Source:

VENDOR HEADQUARTERS PAYMENT SCHEDULE:
Initial Here: _____
I understand and agree to the payment schedule as noted below and that my Vendor Headquarters will be released if any of the payment deadlines are missed and financial penalties may apply. The Vendor Headquarters Contract is not fully executed until a deposit has been received. If the contract is not accompanied by payment we cannot guarantee you will receive the booth you have listed above.

Applications received between 19 May 2007 and 15 December 2007 requires a 50% deposit submitted with contract. Applications received on or after 16 December 2007 require 100% of Vendor Headquarters fee submitted with contract.

BOOTH RENTAL CALCULATION

Corporate Member Status
☐ Yes, we are a Corporate Member HIMSS, Advisory Board or Organising Committee Member or CHIK Services Subscriber
☐ No, we are not a Corporate Member HIMSS or Advisory Board or Organising Committee Member or CHIK Services Subscriber

Vendor Headquarters Pricing
3m x 6m Vendor Headquarters _____x HKD 21,060 (corporate member)
3m x 6m Vendor Headquarters _____x HKD 22,620 (non-member)

Total Vendor Headquarters Space Amount

Deposit
See Vendor Headquarters Fee Schedule

Remaining Fee Balance

AUTHORIZING SIGNATURES
We hereby apply for Vendor Headquarters at the HIMSS AsiaPac on the dates shown above. We understand that booth space will be assigned on the basis of application receipt date. If our preferred space is not available, we will accept HIMSS' assignment of booth space close to our choice as possible. We have read, understand and accept the terms and conditions outlined in this document and agree to abide by all requirements, restrictions, and obligations outlined in the Contract Terms and Conditions that are incorporated herein. Upon acceptance by HIMSS, the terms of this agreement are binding.
Authorized Person for Exhibiting Company

Print Name & Title

Signature

Date

By signing this contract, your organization, its employees, representatives and agents agree to receive communication via telephone, facsimile, email and regular mail from HIMSS show producers and organizers, their employees, representatives and agents that is directly related to your organization's participation in this exhibition.
Authorized Signature for HIMSS – HIMSS Office Use Only

METHOD OF PAYMENT
Purchase orders are not an accepted form of payment.
☐ Yes, I hereby authorize HIMSS to charge the credit card listed below for any applicable balance(s) due, on the due date(s) specified elsewhere on this contract, unless I have given HIMSS prior written notice of the cancellation of the contract.
☐ No, I do not authorize HIMSS to charge the credit card for subsequent payments.
Please charge my credit card
☐ Visa ☐ MasterCard ☐ American Express ☐ Discover

Please print the name that appears on the card

Card Number

Expiration Date and Security Number (or CVC)

Authorized Card Holder Signature

CANCELLATION POLICY: Exhibitor must present written intent to cancel booth space in writing, either on company letterhead or electronically. Booth cancellations received on or before 21 December 2007 will be charged a fee equal to 50% of the total cost of the booth. Booth cancellations received from 22 December 2007 until 18 February 2008 will be charged a fee equal to 75% of the total cost of the booth. Booth cancellations received on or after 19 February 2008 will be charged a fee equal to 100% of the total cost of the booth. Booth size reductions received on or before 21 December 2007 will be obligated to pay 50% of the total booth space released. Booth size reductions received after 22 December 2007 will be obligated to pay 100% of the total booth space released. Booth size reductions may result in a change in booth location. Companies that consolidate multiple booths will be charged a 10% fee on funds transferred from one reserved booth to another. Companies canceling their entire booth space will: 1) lose all exhibitor points, 2) may not advertise in the show guide or show daily newspaper, 3) lose their hotel sleeping room blocks, 4) lose hospitality space in conference hotels, 5) forfeit any sponsorship agreements in place, without refund, 6) forfeit any other benefits of exhibiting. HIMSS may terminate this contract immediately, withhold from the exhibitor possession of the Vendor Headquarters, all related exhibitor benefits, and retain all space rental fees paid if (a) the exhibitor fails to pay all fees as outlined in the Vendor Headquarters Payment Schedule or (b) the exhibitor fails to comply with or perform any material terms or conditions of the contract or refuses to abide by these Terms and Conditions as well as the HIMSS policies as outlined in the service manual. In the event of cancellation because of circumstances beyond the control of HIMSS, space rental fees and deposits made to HIMSS shall be returned on a pro rata basis after payment of all related show expenses incurred by HIMSS through the date of cancellation, plus an administrative fee and overhead charges. FINANCIAL TERMS AND CONDITIONS: Booth space must be paid as follows: 50% of the total Vendor Headquarters costs is due on 15 December 2007 with the remaining balance due no later than 3 March 2008. Booth space not paid according to these deadlines will be released and reassigned at the discretion of HIMSS; there will be NO EXCEPTIONS. Payments sent to HIMSS for booth space will first be applied to any outstanding balances owed to HIMSS for previous exhibit activities or any other amount owed to HIMSS. Any exhibitor with an outstanding balance will have freight refused by the Service Contractor and will not be permitted to move on to the exhibit floor. There will be a HKD 3,900 (USD $500.00) service charge for any returned check. EXHIBIT SHOW RULES: Companies exhibiting at the HIMSS AsiaPac are required to conduct all business within the confines of their Vendor Headquarters. Exhibiting companies are required to comply with all rules and regulations as outlined in the Exhibitor Service Manual. Only exhibiting companies may host any functions in conjunction with the HIMSS AsiaPac. Exhibitor shall comply with all conditions imposed by HONG KONG CONVENTION CENTER in its contract with HIMSS and with the rules and regulations of the Hong Kong Convention Center. The exhibitor is liable for any damage caused, directly by Exhibitor or Exhibitors' agents, to building floors, walls, or columns, or to standard booth equipment, or to other exhibitors' property. The exhibitor may not mar, tack, make holes, and apply paint, lacquer, adhesives, or other coating to building columns and floors or to standard booth equipment. Exhibitors will be responsible for labor charges incurred in connection with the assembly, draping, repairs, and dismantling of their booth(s). All construction material must conform to standard safety practices. All display materials, including table, back drapes, textile, paper displays, and decorations, must be fire resistant or flame proof. No combustible decorations may be used at any time. All packaging containers and materials are to be removed from the floor and may not be stored under tables or behind displays. All aisles, corridors, exit areas, and stairways must be maintained at their required width at all times that the exhibition is open. No obstructions will be allowed to protrude into the aisles. Photography or videography of another company's exhibit is strictly prohibited. Each exhibitor is charged with knowledge of all laws, ordinances, and regulations pertaining to health, fire prevention, and public safety while participating in this exhibition. Compliance with all such laws is mandatory for all exhibitors and the sole responsibility is that of the exhibitor. The violation of any of these rules is grounds for dismissal from the exhibit hall and forfeiture of all associated monies. EXHIBITOR REGISTRATION, HOUSING, INFORMATION, AND ACCESS: Badges will be required for entry into the exhibit hall at all times. Badges are not transferable and will be confiscated if worn by other than the person to whom issued. Booth personnel will not be permitted access to the exhibit hall earlier than one hour before it opens, later than one hour after it closes, and during scheduled breaks. Only registered exhibitors and their installation personnel may enter the exhibit hall during installation and dismantling hours. Exhibitors must utilize the official housing bureau for all housing accommodations associated with the conference and exhibition; failure to do so will result in the refusal of exhibit freight, loss of Vendor Headquarters and forfeiture of all monies paid. ELIGIBLE EXHIBITS: This exhibition is held to demonstrate products and services for information and management systems professionals in healthcare. HIMSS shall determine the eligibility of any company, product, or service. HIMSS may refuse rental of Vendor Headquarters to any company whose display of goods or services is not compatible, in the sole opinion of HIMSS, with the character and objectives of the exhibition. In the event this application is not accepted, any paid space rental fees or deposits will be returned. INSTALLATION AND DISMANTLE: Exhibitor agrees to comply with assigned move-in and installation days and hours to be specified in the Exhibitor Service Manual. Exhibits may not be removed from the exhibit hall until the official closing of the show. LIABILITY: Exhibitor shall protect, save, and hold the Healthcare Information and Management Systems Society (HIMSS) and its officers, directors, employees and agents and HONG KONG CONVENTION CENTER, and all agents and employees thereof, and Show Management and its officers, directors, employees, and agents (hereinafter collectively called "Indemnities") forever harmless from any damages or charges imposed for violations of any law or ordinance, whether occasioned by the negligence of the exhibitors or those holding under the exhibitor, and further, exhibitor shall at all times protect, indemnify, save, and hold harmless the Indemnities against and from any and all losses, costs, damages, liability, or expenses (including attorney's fees) arising from or out of or by reason of any accident or bodily injury or other occurrences to any property, person or persons, including the exhibitor, its agents, employees, and business invitees which arise from or out of or by reason of said exhibitor's occupancy and use of the facilities, or any part thereof. EXHIBITOR INSURANCE: All property of the exhibitor is understood to remain under its custody and control in transit to and from and/or within the confines of the Hong Kong Convention Center. HIMSS, Show Management, and the Hong Kong Convention Center do not maintain insurance covering exhibitor's property. Exhibitor shall carry Comprehensive General Liability coverage, including premises, operations, and contractual liability coverage of at least $500,000 for Personal Injury Liability and $500,000 for Property Damage Liability and statutory Worker's Compensation insurance in full compliance with all federal and state laws and covering all of exhibitor's employees with coverage of at least $100,000 per injury. Certificates of insurance shall be furnished if requested by Show Management. SECURITY: Although security service will be furnished, neither HIMSS, the security contractor, nor the Hong Kong Convention Center can or will be responsible for damage to, loss, or theft of property belonging to any exhibitor, their agents, employees, business invitees, visitors, or guest. Exhibitors are to carry their own insurance. FORCE MAJEURE: In the event that the performance by HIMSS or the Hong Kong Convention Center or any part of the exhibit area thereof is unavailable whether for the entire event, or a portion of the event, as a result of fire, flood, tempest, inclement weather, or other such cause or as a result of governmental intervention, malicious damage, acts of God, war, strike, lock-out, labor dispute, riot, terrorist acts, curtailment of transportation, or other cause or agency over which HIMSS has no control, or should HIMSS decide that because of any such cause that it is necessary to cancel, postpone or re-site the event, or reduce the move-in and installation time, show time, or move-out time, HIMSS shall not be liable to refund, indemnify, or reimburse the exhibitor in respect of any fees paid, damage or loss, direct or indirect, arising as a result thereof. MUSIC LICENSING: Exhibitor represents and warrants that it shall not violate any copyright, trademark, or other similar intellectual property laws and that it shall comply with all copyright restrictions including, but not limited to, any license HIMSS may obtain or any other laws and restrictions with respect to the use or performance of music. Exhibitor further represents and warrants that it shall obtain any additional license or grant of authority required of exhibitor under the copyright laws and present HIMSS with a copy of such license or grant no less than thirty (30) days prior to the start of the exposition. IRREGULAR ACTIVITIES: No person, firm, or organization which has not regularly contracted with HIMSS for occupancy of space in the show will be permitted to display or demonstrate any products, processes, or services, to solicit orders, wear any identification other than that of the contracting exhibitor, or to distribute advertising or other materials at the exposition. Any violations of this regulation will result in prompt removal of the offending person from the Hong Kong Convention Center. Exhibitors may not enter the booths of other exhibitors without invitation; no exhibitor may call or invite a visitor out of one exhibit and into his own. Exhibitors must remain within their own Vendor Headquarters in conducting demonstrations or distributing literature, products, samples, or other materials; the aisles may not be used for this purpose. PRINTED MATTER: Circulars/advertising matter of any description may be used or distributed only within the booth assigned to the exhibitor presenting such material. Only literature published or approved by Show Management may be distributed at the registration desk, in the registration area, in the meeting rooms, in the exposition areas, in public areas or in transportation under lease to HIMSS. OBJECTIONABLE PRACTICES AND DISPLAYS: Use of noisemakers, promotions and presentations that may be judged not in good taste, lacking in dignity, or not in keeping with the purpose of HIMSS are prohibited. SUBLETTING: Exhibitors may not assign, sublet, or share their Vendor Headquarters with another business or firm unless approval has been obtained in writing from HIMSS. Exhibitors must show goods or services manufactured or dealt in by them in the regular course of business. Should an article of a non-exhibiting firm be required for operation or demonstration in an exhibitor's display, identification of such article shall be limited to the usual and regular nameplates, imprint, or trademark under which same is sold in the general course of business. BOOTH TRANSFERS: Exhibitors that wish to transfer their booth, in whole or in part, to another company shall be subject to the cancellation policy. SOUND LEVEL/PHOTOGRAPHY: Use of audio and visual equipment will be permitted, where appropriate to the display. Sound must be maintained at not more than a level of 75 decibels. HIMSS reserves the right to restrict exhibitors' use of sound and other devices which exceed 75 decibels and interferes with the best interests of the exhibition as a whole. Exhibitors may not, under any circumstance, photograph another company's exhibit for any reason. No photography is allowed by any photographer other than the designated show photographer. Violation of these rules is grounds for dismissal from the exhibit hall and forfeiture of all associated monies. COMPLAINTS: Complaints of any violation of the Contract Terms and Conditions are to be made promptly to HIMSS and its representatives. Exhibitors and their personnel agree to abide by the decisions of HIMSS. AMENDMENTS: Any and all matters not specifically covered herein and in the Exhibitor Service Manual are subject to the decision of HIMSS. HIMSS shall have the full and exclusive power to interpret, amend, and enforce these Contract Terms and Conditions, provided any amendments, when made, are brought to the notice of exhibitors. Each exhibitor, for itself and its employees, agrees to abide by the foregoing Contract Terms and Conditions and by any amendments or additions thereto in conformance with the preceding sentence. LAWS APPLICABLE: This agreement shall be governed in accordance with the laws of the State of Illinois. Any and all litigation arising from, or as a result of this Agreement will be conducted in Chicago, Illinois and shall be governed in accordance with the laws of the State of Illinois. This

application does not represent a joint venture between HIMSS and the exhibitor; each shall retain the status of independent contractor and shall not have the authority to bind or represent the other. The agreement may not be assigned to another entity without prior written consent from HIMSS.

Take advantage of the unique marketing opportunities and sponsorship packages offered at the conference and exhibition.

SPONSORSHIP OPTIONS

Choose from the many marketing opportunities and sponsorship packages. Please check web site for a comprehensive listing of sponsorships www.himssasiapac.org/for_exhibitors.aspx.

Welcome Reception

HKD 80,000 (USD 10,200)

Hosted on Tuesday evening, this event marks the opening of the conference and will reinforce your presence with more than 1,500 attendees.

Selected Education Tracks

HKD 45,000 (USD 5,715)

Sponsor an education track and impact attendees who are interested in a specific topic.

Conference Tote Bags

HKD 67,000 (USD 8,500)

Connect with every attendee by sponsoring tote bags, which will be distributed at registration.

Conference Compendia

HKD 67,000 (USD 8,500)

During education sessions, everyone needs a place to keep notes. This quality notepad/portfolio is the perfect location for your logo.

2008 Conference Web Home Page

HKD HKD 50,100 (USD 6,400) exclusive or 3 @ HKD 15,650 (USD 2,000)

Reinforce your participation each time attendees go to the conference Web site to plan their time at the conference.

Conference e-News Updates *(five available)*

HKD 27,400 (USD 3,500)

Align your organisation with leading topics in the industry by sponsoring a pre-conference electronic update.

Badge Holders

HKD 40,000 (USD 5,000)

Place your company logo on the badge holders—an attendee's must-have item during the conference.

Conference Pens

HKD 29,000 (USD 3,650)

Each attendee will receive a pen. Every time they use it to take notes, they will see your company's logo.

"You Are Here" Locators *(two available)*

HKD 26,000 (USD 3,275)

Help direct traffic and drive attendees to your booth by sponsoring the "You Are Here" locators.

Message Panels *(multiple locations)*

HKD 7,825 (USD 1,000)

Reinforce your brand and message in high traffic areas on the exhibit floor.

Schedule / Highlights

TUESDAY, 20 MAY

CPHIMS Review Course	09.00 – 17.00
Symposia	12.00 – 17.00
Opening Reception (Exhibit Hall)	17.30 – 19.30

WEDNESDAY, 21 MAY

Opening Keynote	09.00 – 10.00
Education Sessions	10.15 – 12.30
Exhibit Hall	11.30 – 14.45
Education Sessions	14.45 – 16.45
Wine and Cheese Reception (Exhibit Hall)	16.30 – 18.00

THURSDAY, 22 MAY

Education Sessions	09.00 – 12.30
Exhibit Hall	11.30 – 14.00
Keynote Session	14.00 – 15.00
Education Sessions	15.15 – 16.15
Exhibit Hall	16.00 – 18.00
Speaker Reception (By Invitation Only)	17.00 – 18.00
Special Networking Reception	19.00 – 22.30

FRIDAY, 23 MAY

Education Sessions	09.00 – 10.00
CPHIMS Exam (check-in at 08.30)	09.00 – 11.00
Exhibit Hall	10.00 – 12.00
Closing Keynote Session	12.00 – 13.00
Standards Workshop	13.30 – 16.00

Final schedule will be published on the Web site and in subsequent documents. Times subject to change.

Principal Sponsor *(three available)*

HKD 128,000 (USD 16,350)

Establish your organisation as a leader in healthcare IT and HIMSS AsiaPac08 by becoming an Principal Sponsor.

Contributing Sponsor *(four available)*

HKD 86,000 (USD 6,900)

Demonstrate your commitment to healthcare IT and HIMSS AsiaPac08 by becoming an Contributing Sponsor.

GENERAL RULES and REGULATIONS

HIMSS is committed to the success of all exhibiting companies. Our intent is to have a professional and balanced marketplace during HIMSS AsiaPac08 Conference & Exhibition. **Therefore, all exhibitors are expected to adhere to all rules and regulations stated in this service manual and on the back of your exhibit space contract.** Objectionable activity will be reviewed by HIMSS management and may be ceased or changed at any time during the course of the exhibition.

Building Regulations
No nails or screws shall be driven or holes drilled in the floors, walls, doors, pillars or other parts of the structure of the exhibition halls or any part of the building.

Demonstrations & Marketing Activities
Exhibitor demonstrations and all marketing/promotional activities must be conducted within the confines of your booth space. Demonstrations should not obstruct the aisles nor prevent access to nearby booths. **Any activity that results in the obstruction of aisles, or prevents ready access to nearby exhibitors' booths, or produces sound levels that exceed 75 decibels, will result in a loss of exhibitor points after the first warning**. If you intend to conduct any activity that will attract large numbers of attendees, you must purchase enough booth space and orient your booth structures so that the crowd can be accommodated within your booth space. Distribution of pamphlets, brochures, etc. must take place within your booth space only. Orders may be taken during the normal activity on the exhibit floor but retail sales are **not** permitted.

Solicitation
Exhibitors are required to remain in their own booth space during exhibit hours. Solicitation outside your booth in any way is strictly prohibited. Orders may be taken during the normal activity on the exhibit floor in your purchased booth space, but retail sales are **not** permitted.

Subletting
Exhibitors may not assign, sublet, or share their exhibit space with another business or firm unless approval has been obtained in writing from HIMSS. Exhibitors must show goods or services manufactured or dealt in by them in the regular course of business. Should an article of a non-exhibiting firm be required for operation or demonstration in an exhibitor's display, identification of such article shall be limited to the usual and regular nameplates, imprint, or trademark under which same is sold in the general course of business.

Sound/Noise
The use of megaphones, loudspeakers, or public address systems by exhibitors is prohibited. **The decibel level of sound emitting from your booth must not exceed 75 at the edge of the stand.** Speakers must face into the exhibit booth itself and not into the aisles or into neighboring exhibits. Live music is prohibited in the exhibit hall. **HIMSS reserves the right to determine at what point sound constitutes interference with other exhibitors and it must be discontinued.**

Lights
Neon, rotating, blinking or flashing lights/signs will not be permitted. Any lighting effects must be contained within the confines of the booth.

Move-out/Dismantling
No move-out or dismantling is permitted before 12:00 Friday, 23 May 2008. Early move-out will result in a loss of exhibitor points.

HIMSS AsiaPac08 Conference & Exhibition 20-23 MAY 2008/HONG KONG

Unpaid Booth Balances

Final booth payment is due no later than 3 March 2008. On 4 March 2008 unpaid booth spaces will be released. Any company with an unpaid balance will have their freight refused by HIMSS until the balance is paid in full. If your freight is denied due to your failure to pay the balance on your booth, Trans-Link Exhibition Forwarding Pte Ltd and/or HIMSS cannot be held responsible.

Children

No persons under the age of 18 are allowed on show floor at any time.

Smoking

Smoking is not permitted by HIMSS in the Hong Kong Convention Centre Exhibit Hall or Meeting Rooms during set-up, show days or tear down.

Please note that if any rules and regulations stated in this service manual as well as the back of your exhibit space contract are violated, a loss of exhibitor points will occur.

BOOTH RULES AND REGULATIONS

Inline Booths

An Inline Booth is one or more standard (3m x 3m) units in a straight line.

Height: The maximum height of exhibit walls, fixtures and components must not exceed 4.0m (13'1").

Peninsula Booths

A Peninsula booth is an exhibit at least 36.0 sq. m (6.0 m x 6.0m) having aisles on three sides with one or more display levels.

Height: The maximum height of the back wall facing the neighboring stand will be 2.5m (8"). Exhibit materials, components and identification signs (other than the back wall) will be permitted to a maximum height of 5.3m (17'4"). All Peninsula booth floor plans must be submitted to HIMSS for approval.

Depth: According to international custom, peninsula stands must be built as openly as possible on three sides. Except for the back wall, no other solid walls are allowed at the external boundaries of the stand.

All Peninsula booth plans must be approved by HIMSS by 7 April 2008. Please send an overhead and an elevated side view with measurements to Virginia Geoghegan at vgeoghegan@himss.org.

Island Booths

An Island booth is an exhibit at least 36.0 sq. m (6.0 m x 6.0m) having aisles on all four sides with one or more display levels.

Height: Exhibit materials, components and identification signs will be permitted to a maximum height of 5.3m (17'4"). All Peninsula booth floor plans must be submitted to HIMSS for approval.

Depth: According to international custom, island stands must be built as openly as possible on four sides. No solid walls are allowed at the external boundaries of the stand. Because an island booth is separated by the width of an aisle from all neighboring exhibits, full use of the floor plan is permitted.

All Island booth plans must be approved by HIMSS by 7 April 2008. Please send an overhead and an elevated side view with measurements to Virginia Geoghegan at vgeoghegan@himss.org.

Multilevel and Covered Booths

Due to limited move in times, multilevel booths are prohibited from HIMSS AsiaPac08.

Hanging Signs

Height: Hanging identification signs will be permitted to a maximum height of 5.3m (17'4") in peninsula and island booths only. Standard booths may not hang signs over their booth at the HIMSS AsiaPac08 exhibit.

*NOTE: All hanging signs must have drawings available for inspections by exposition management, the installation and dismantling contractor, the facility manager, the exhibitor, and governmental authority during the time the component is being hung, suspended and removed at the show site that include a signature or stamp or a reviewing structural engineer indicating that the structure is built in compliance with the details and specifications set forth on the drawings.

EXHIBITION EVENT RULES AND REGULATIONS

HONG KONG CONVENTION AND EXHIBITION CENTRE

EXHIBITION EVENT RULES AND REGULATIONS

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10. SUMMARY – APPROVALS AND DOCEMENTS REQUIRED

APPENDIX I Security Personnel Included in Licence Fee
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1. INTRODUCTION AND DEFINITIONS

The Hong Kong Convention and Exhibition Centre (HKCEC) Exhibition Event Rules and Regulations form a part of the HKCEC's Exhibition Licence Agreement. These Rules and Regulations specify the conditions which must be met by a Licensee when holding a Scheduled Exhibition (which includes an Exhibition) at the HKCEC. **The Licensee is fully responsible and must ensure that any and all employees, companies (exhibitors, contractors, etc.), persons (buyers, guests, etc.), and agents, or their employees, companies, persons or agents associated with the Scheduled Exhibition, comply completely with any applicable provisions of these Exhibition Event Rules and Regulations**.

Hong Kong Convention and Exhibition Centre (Management) Ltd. (HML) is the exclusive management company for the HKCEC under an Operating Agreement with the Hong Kong Trade Development Council (HKTDC) and is responsible for the administration and enforcement of these Rules and Regulations. HML will notify Licensee should observations be made by HML of any non-compliance regarding these Rules and Regulations by Licensee or any party associated with the Licensee and Scheduled Exhibition after which the Licensee must ensure appropriate action to correct such non-compliance. Submittals and notices of requests required by the Licensee to HML and specified within these Rules and Regulations may be delivered to and made through HML's Event Managers (see summary table at Section 10).

The HKCEC must not be used for any illegal purposes nor are any illegal actions to occur at the HKCEC during use.

No activity may be carried on in any part of the HKCEC, which in the reasonable opinion of HML, may cause: a violation of any of the Relevant Legislation and Regulations or of these Rules and Regulations; any breach of the Licence Agreement; or, a breach of the peace.

The Licensed Area must be used solely for the purpose of the Scheduled Exhibition, and the Licensee must not permit any exhibit or any category of exhibit which does not properly fall within the description and disclosed profile of the Scheduled Exhibition.

The safety considerations for which the Licensee, contractors, workers and other parties associated with the Licensee must be aware of, and more specifically, must comply with, are critically important and included within this document in Section 8.

The HKCEC has been designated as a smoke free venue as have certain areas on the exterior and immediately adjacent to the main entrances. Smoking is not permitted anywhere inside the HKCEC. However, a small area in a portion of the Hall 2 loading area is marked as a permissible smoking area for HKCEC staff and Licensee's employees, contractors, agents and others working for the Licensee during the Licensed Period.

In this document, the following definitions apply:

"Aisle"
any passage, gangway or walkway within the HKCEC;

"Convention Area"
any portion of the HKCEC used for a conference, convention or meeting;

"Event Manager"
an employee of HML, sometimes represented by an Assistant Event Manager, responsible for the planning and coordination of the Scheduled Exhibition and assigned to work in cooperation with the Licensee;

"Event Equipment and Service Charges booklet"
the summary of HKCEC's charges for event services and equipment applicable to the Licensee during the Licensed Period;

"Exhibition"
any demonstration or display in the form of a tradeshow, trade fair, public or consumer event or other exhibition of products, materials, services, etc. held with a convention, conference or other licensed event at the HKCEC;

"HKCEC"
Hong Kong Convention and Exhibition Centre, the physical premises situated at 1 Expo Drive, Wanchai, Hong Kong, China including all of its internal venues and service areas, or other areas detailed in a Licence Agreement, as well as any and all furniture, fixtures and equipment on the premises belonging to the HKCEC;

"HML"
Hong Kong Convention and Exhibition Centre (Management) Ltd, the management and operating company of the HKCEC, its management personnel (including Event Managers and Assistant Event Managers), and other staff members acting under the authority of the management;

"Hong Kong Government"
The Government of the Hong Kong Special Administrative Region and any statutory body or authority of Hong Kong Government;

"Licence Agreement"
the agreement entered into between HML and the Licensee by which HML licenses the Licensee to use and occupy specific areas and spaces of the HKCEC;

"Licensed Period"
the period of time specified in the Licence Agreement to be used in connection with a Scheduled Exhibition;

"Licensed Area"
the areas or spaces of the HKCEC specified in the Licence Agreement to be used in connection with a Scheduled Exhibition;

"Licensee"
the person, company, organisation, or other entity licensed to use and occupy the Licensed Area during the Licensed Period under the Licence Agreement;

"Licence Fee"
the fees and charges specified in the Licence Agreement;

"Licensor"
Hong Kong Convention and Exhibition Centre (Management) Ltd. ("HML");

"Multi-level Stand"
a Stand for exhibitions having 1 or more raised floors or platform areas exceeding 600mm in height from the HKCEC floor elevation or where 1 storey is constructed within and designed to structurally accommodate people and/or equipment as a part of the Stand;

"Open Period"
the period of time specified in the Licence Agreement during which a Scheduled Exhibition is normally open to the Licensee's guests and/or public;

"Order Form"
form used by Licensee or user of services and/or equipment provided by HKCEC;

"Relevant Legislation and Regulations"
any law, ordinance, regulation, code of practice, approval, licence or permit of the Hong Kong Government applicable to the Scheduled Exhibition, or to the use or occupation of the Licensed Area (including related construction and installations);

"Scheduled Exhibition"
the exhibition event, including an Exhibition as defined herein, specified in the Licence Agreement and for which the HKCEC is licensed;

"Stand"
any structure, platform, shell-scheme, booth, kiosk, display, space or other installation intended for exhibition purposes;

"Temporary Structure"
any stage, platform, podium, movable seating system, scaffolding, installation, etc. temporarily erected and/or used for exhibition related purposes during the Scheduled Exhibition;

"User"
includes Licensee, or any contractor, subcontractor or other person or entity that utilises the services or equipment included in this document or the Event Equipment and Service Charges booklet; and,

"Utility Service Provisions"
utility trenches, subways, floor boxes, wall outlets, closets, rooms or other areas providing access and related to electricity, natural gas, telephone, internet, public address, water, drainage, and other such services.

2. SERVICES PROVIDED BY THE HKCEC

2.1 Cleaning Services

General Cleaning
HML will provide general cleaning during the Licensed Period within the HKCEC including cleaning of restrooms, organsier's offices, material handling areas, marshalling areas and public circulation areas, but the Licensee is responsible and HML will charge Licensee for:

(a) collecting and removing waste and rubbish produced by the Scheduled Exhibition;

(b) removing any spillages of oil, paint or other substances caused by the Scheduled Exhibition; and,

(c) cleaning Stands, Licensee's furniture and Aisles throughout the Licensed Area.

Charges are made for disposal by truck of general waste, rubbish, and industrial materials.

Cleaning Before the Opening Day of the Scheduled Exhibition
Before the opening day of the Scheduled Exhibition, the Event Manager will arrange for night-time cleaning. To facilitate this cleaning prior to the Open Period, the following requirements apply to the day before (as of midnight) the start of the Open Period of the Scheduled Exhibition:

(a) the erection and/or installation of Stands and Temporary Structures must be completed and all Stands must be accessible;

(b) all materials and equipment used for setting up any Stands and Temporary Structures must be removed from the Licensed Area;

(c) all items must be removed from Aisles and placed inside the Stands; and,

(d) all unused items and contractor materials, supplies and equipment within the Licensed Areas and elsewhere in the HKCEC must be removed or disposed of by Licensee.

Cleaning During the Open Period of a Scheduled Exhibition
Dry refuse placed in plastic bags and left in the Aisles within 1 hour following the close of the Scheduled Exhibition will be removed by cleaning staff.

Wash basins and toilets must not be used for the disposal of waste. The cost of clearing any blockages of drains arising from such disposal will be charged to the Licensee. Special arrangements can be made with Event Manager for the disposal of liquids (please refer to Clause 6.6).

Cleaning at End of the Licensed Period
All Stands, equipment and contractor materials must be removed from the HKCEC before the end of the Licensed Period so that cleaning can be performed. HML will remove and dispose of any materials left behind and charge Licensee with any applicable costs.

2.2 Food, Beverage and Other Concession Services

The supply and use of catering equipment, and the sale, distribution and sampling of food, beverages and other concession items are prohibited without prior permission from HML. Except as authorised by HML, the exclusive rights to food, beverage and concession operations belong to HML. Deliveries of food and beverage items from outside suppliers to the HKCEC are prohibited.

2.3 Security Services

HML has the exclusive right to provide or arrange for the provision of security services in the HKCEC. All HKCEC security personnel will follow established guidelines as directed by HML in accordance with any applicable Relevant Legislation and Regulations. Event security and special security arrangements personnel must be requested from the Event Manager (quantity, schedule details, etc.) at least 2 weeks before the start of the Licensed Period. Scheduled Exhibition related security personnel provided as a part of the License Fee is summarised at Appendix I of these Rules and Regulations.

2.4 Wireless Internet Services

Wireless broadband Internet access is available in selected areas of the HKCEC. Licensees must apply at least 1 month before the start of the Licensed Period for use of the service and agree to pay any applicable charges to HML including technical labour support which is mandatory during any utilisation of the services.

2.5 Ticketing Services

HML has the exclusive right to provide ticketing services for any and all Scheduled Exhibitions or other events held within HKCEC when paid admission tickets are required for public admission. The waiving of such right will be at the sole discretion of HML.

2.6 Utility Services and Connections

Services
Utility services such as electricity (provision of connection to power mains), compressed air, water, drainage, as well as telephones and data communication services, will be supplied only by HML or an HML approved contractor. Time periods

that such services will be supplied must be agreed before the start of the Licensed Period in accordance with these specific provisions and these Rules and Regulations.

Consistent with the indemnification provisions of the Licence Agreement, HML accepts no liability for any failure or interruptions of these services, or the consequences associated therewith.

Prior arrangement with Event Manager is required for 24-hour supply of any utility service.

Connections

The Utility Service Provisions in the Licensed Area do not form part of the Licensed Area. Access to and use of Utility Service Provisions are limited to HML's technical staff, or contractors designated or approved by HML, for the purpose of installing and connecting main supply cables, piped services, telephones, or other such services available from these areas. No person may enter the Utility Service Provision areas without prior permission from authorised HML technical staff.

Arrangements must be made between Event Manager and Licensee at least 1 month before the start of the Open Period if water-cooled machinery is to be brought into exhibition halls.

2.7 Additional Services Requested by Licensee

HML will assist at Licensee's request with identifying potential contractors for additional services which may be needed such as: audio-visual and lighting equipment; translation and interpretation; and, signage and graphics.

2.8 Lighting, Air Conditioning and Ventilation

HML will provide Licensee adequate general lighting in all public circulation areas and in the Licensed Area during the Open Period of the Scheduled Exhibition. An adequate level of lighting will be provided during move-in and move out periods.

Air conditioning will be provided within the Licensed Areas during the Scheduled Exhibition. Hong Kong Government has asked all business to make best efforts to conserve energy and maintain temperature levels at 25.5˚C. Ventilation and/or a reasonable level of air conditioning will be maintained during move-in and move-out periods.

On the last day of move-in, air conditioning will be provided without additional charge for 6 hours within the Licensed Period; otherwise, ventilation will be provided.

On the final day of Open Period, air conditioning will remain on for 2 hours, following the close of the Scheduled Exhibition.

2.9 Other Services and General Information

Licence Fees for the Licensed Area as well as for venue equipment and services are not subject to any sales or property taxes, VAT or GST.

The following services are provided to the Licensee for the Scheduled Exhibition during the Licensed Period at no additional charge:

(a) manpower for security and fire control rooms, freight lifts and loading/unloading/marshalling areas for traffic control;

(b) 24-hour telephone operator service;

(c) listing of the Scheduled Exhibition on the HKCEC's electronic directories and other event directories as space/time are available;

(d) registration counters allocated by HML during concurrent events as available;

(e) back of house facilities, e.g., dressing rooms, media rooms, organiser offices, cloak rooms, allocated by HML during concurrent events as available;

(f) personnel to position operable walls within the HKCEC for the Scheduled Exhibition;

(g) technical personnel for the sound control room, lighting control room and stage technical areas in the Convention Hall, Grand Hall and Theatres;

(h) a single technician for each of Meeting Rooms 201, 301, 401 and 601 if the venue is used for non-exhibition purposes; and,

(i) use of non-licensed public circulation areas which include Harbour Road Entrance, Expo Drive Entrance, Harbour Road Entrance Reception Concourse, Hall Concourses, Mezzanines, Meeting Room Foyers and Corridors for, by way of example, Scheduled Exhibition opening ceremony (including the use of 150 chairs to be used only for ceremony), management office, show sales offices, registration and form filling counters, ticket offices, contractor's office, technical service counter, media room, travel and information desk, business centre, cloak room, first aid area, prayer room, all subject to the requirements and conditions within these Rules and Regulations and prior approval by Event Manager.

2.10 Facilitation and Accessibility of Persons with Disabilities

Every reasonable effort will be made by HML, and the Licensee must make every effort, to facilitate and provide access to persons with disabilities. Activities by the Licensee in connection with the Scheduled Exhibition must not adversely impact this objective in any public circulation areas of the HKCEC.

3. SCHEDULED EXHIBITION SET UP

3.1 Submission of Layout Plans, Exhibitor Manuals, Permits, Licences, Exhibition Information and Approvals

The Licensee must provide Event Manager with a copy of any dimensioned Scheduled Exhibition layout plans (and relevant documents) for Stands, Temporary Structures or Custom Built Stands, to a scale of not less than 1:400, in A3 format, together with any exhibitor manual(s) at least 6 months before the start of the Licensed Period, even if preliminary layout status is reflected. Event Manager will inform the Licensee of any modifications that may be required within 14 days of Licensee's submission.

At least 3 months before the start of the Licensed Period, the Licensee must provide Event Manager with a copy of the final and approved layout plans which must:

(a) identify any high risk areas, Stands or exhibits, special effects or any apparatus that require safety considerations; and,

(b) include the Scheduled Exhibition visitor profile which must include an estimation of the number of children under the age of 12, in the case of a public or consumer event, which will enable HML to better ensure the adequacy of Aisle widths, security, and crowd management provisions.

At least 3 months before the start of the Licensed Period, the Licensee must provide Event Manager with final details of the Scheduled Exhibition, e.g., opening hours,

estimated attendance, exhibitor and visitor profiles, as well as the planned or intended use of any public circulation areas.

At least 1 month before the start of the Licensed Period, the Licensee must provide Event Manager with a copy of the final and approved layout plans with final and full details, which must:

(a) show Stand identification numbers and the names of exhibiting companies, together with a list of Licensee's authorised contractors;

(b) clearly identify all Stand schemes, raw space for custom-built Stands and any Multi-level Stands, along with any special features, including platforms, stages, Temporary Structures, Aisle widths, service areas, displays and entrance layouts;

(c) indicate gross and net space (space occupied by Stands) indicating amounts in square metres;

(d) show and provide complete requirements for any and all electrical and Stand pipework provisions taking into full account all provisions of these Rules and Regulations, particularly Sections 5 and 6; and,

(e) provide detail for any seating areas, e.g., seminar rooms, theatres, hospitality and catering areas, temporary prayer rooms, etc., and exits from these areas which must not conflict with dedicated Aisles or escape (exit) routes.

Before the Open Period, the Licensee must provide Event Manager with a copy each of all relevant permits, licences or certificates required under the Relevant Legislation and Regulations or by Hong Kong Government including the Temporary Places of Public Entertainment Licence if required.

No work may commence without prior layout approval by Event Manager.

3.2 Layout Plans – Application to Rules and Regulations

Layout plans for a Scheduled Exhibition must conform to the following:

(a) fire protection, equipment and security systems, and their control devices must be kept clear and accessible at all times;

(b) a clear space of at least 0.75 metres must be maintained around columns containing Utility Service Provisions;

(c) for columns located in Aisles, at least 2 metres of clear passage must be maintained on at least three sides;

(d) any Stand, Temporary Structure or other structures located under and within 0.5 metres of any smoke curtain "drop / closure location" are subject to height limit of 2.5 meters in Hall 5 and 7 and 3 metres in Hall 1, 2 and 3;

(e) every reasonable effort must be made to assure that Utility Service Provisions located within any Aisle are not used for providing technical services to Stands;

(f) electrical cable connections within any Aisle must be covered by a non-slip ramp, which must be clearly highlighted, especially if covered by carpet;

(g) venue entrances and exits must have a clear space of at least a 3 metres radius from the door, or from the outside door in a set of doors (please refer to Appendix IV);

(h) a minimum of 40% of the gross exhibition floor area (net floor area) must be available for circulation space; and,

(i) the Event Manager will notify the Licensee of the maximum permissible Licensed Area capacities (patron occupancies) as allowed by Hong Kong Government, and this capacity must be observed at all times.

3.3 Public Circulation Areas

The arrival plazas, main entrances, Grand Foyer, Convention Foyer, Theatre Foyer, meeting room corridors, concourses, mezzanines, and food and beverage outlet access areas are public circulation areas and the following rules apply:

(a) all activities and objects located in the public circulation areas, such as registration, advertising, special exhibits or displays, information counters and ticket booths, must have prior approval from the Event Manager;

(b) clear access must be maintained at all times for crowd management and circulation;

(c) forklifts are prohibited within the public circulation areas;

(d) the placing of directional or promotional signs, banners or decorations in any public circulation areas must be approved reasonably in advance by Event Manager;

(e) requests to build or place offices, desks, counters, signs, banners, decoration features or other structures in public circulation areas must be made to Event Manager at least 3 months before the start of the Licensed Period; and

(f) no work shall commence in the public circulation areas until the Event Manager has issued an approval.

Refer to Clause 3.5 regarding requirements related to construction activity in the public circulation area(s).

3.4 Aisles and Routes of Exit

Aisles and routes of escape (exits) must conform to the following regulations:

(a) Aisles with no access (no intersecting or cross-aisle) or exit at the end must be no longer than 18 metres;

(b) all Aisles for tradeshows and trade fairs must have a minimum width of 2 metres unless attendance or safety conditions necessitate additional width which HML will determine in its sole discretion;

(c) all Aisles for public or consumer exhibitions must have a minimum width of 3.5 metres unless expected visitor attendance or special conditions necessitate a variation from this minimum which HML will determine in its sole discretion;

(d) Aisles must at all times remain unobstructed by any services, exhibitor products and displays or otherwise;

(e) all exits, including any emergency Aisles, must be clearly defined and marked;

(f) all exits must remain unobstructed at all times by any obstacles; and,

(g) no rigid barriers or any other device shall be placed across any Aisles or exits.

3.5 Construction of Stands, Temporary Structures, and Custom Built Stands

Unless special arrangements are made with Event Manager, the procedures below must be adhered to whenever a Licensee carries out constructions or installations within any licensed or public circulation area when: (i) provision is made for a closely seated audience; (ii) any part of any construction or installation exceeds 4 metres in height above the floor; (iii) the distance from any part within a Stand to an open side, exit or Aisle is greater than 18 metres; or, (iv) connections to floor structure are required.

The Licensee must give notice reasonably in advance to Event Manager of its intention to erect such structures.

The Licensee must provide Event Manager, on request, a copy of all relevant permits, licences, approvals or certificates granted by the Hong Kong Government as soon as Licensee receives such documents.

Where required approvals by the Hong Kong Government cannot be granted prior to 1 month preceding the Licensed Period, the Licensee must inform Event Manager in writing so that alternative arrangements may be pursued and considered.

3.6 Platforms and Stages

Platforms and stage installations for **public use** may require suitable handrails. Railings or other means of protection must be provided on any riser type platform that exceeds 1 meter in height. Open corners of Stand floors and platforms shall be rounded or angled to avoid sharp corners and tripping hazards.

3.7 Statement of Completion or Certification of Stands, Multi-level Stands and Temporary Structures

Licensee must accept full responsibility for the safety of structures when Hong Kong's Construction Site Safety Regulation (Chapter 59) is applicable. Licensee may be required, in the sole discretion of HML based on set-up complexities of a Scheduled Exhibition, to provide the following written statements or certifications to Event Manager before the Open Period of the Scheduled Exhibition may commence:

(a) statement of completion and safe construction of Stands, Temporary Structures or other installations provided by a competent person, e.g. the official stand contractor(s), confirming that all such structures or installations have been built in a satisfactory manner and are fit and safe; and/or,

(b) certification (e.g. "Safety Certificate" if applicable) by a registered Structural Engineer / Surveyor who has examined designated (and possibly all) Multi-level Stands, Temporary Structures, rigging or other installations deemed complex enough by HML to prudently require certification, certifying them constructed, and installed in accordance with the designer's specifications and fit and safe for use. (Refer to Clause 8.17 regarding patron and weight and patron capacities of these areas and the requirement to post such capacities.)

3.8 Construction or Installations within Carpeted Areas

The following will apply to carpeted areas of the HKCEC:

(a) carpeted floors must be overlaid with protective covering if installation materials can damage the carpet and wooden boards must be used when operating equipment such as forklifts, boom lifts, pallet jets, dollies, scissors lifts, etc. to transport materials or exhibits, i.e., no movement of materials is allowed on non-protected carpeted areas;

(b) contractors hired by Licensee are responsible for providing carpet and plywood material to provide adequate flooring protection and are responsible for removing materials as well as tidying up following removal;

(c) cutting of carpets, signs, logos, etc. with knives and/or razor blades directly on carpeted areas is prohibited;

(d) entry doors must be covered with protective padding to avoid damage;

(e) the use of forklifts in carpeted areas is prohibited;

(f) prefabricated assembly work is permitted, however welding and other "hot works" equipment (producing sparks or excessive heat) are prohibited; and,

(g) an appropriate cover for absolute protection of existing carpet, floor flats or platforms must first be laid if alternative floor covering is to be used.

3.9 Construction and Decoration Materials and Finishes

All drapes, curtains, fabrics, signs, fascias, decorative materials night sheets, backdrops, banners, coverings, plastics, skirts, carpet flooring and all other materials used in the construction and decoration of Stands, Temporary Structures or other Scheduled Exhibition installations or components, **must be non-combustible, inherently non-flammable or durably flameproof** and may be inspected by authorised personnel of HML or the Hong Kong Government to verify compliance. The Licensee must make available, if requested by HML, relevant documentation relating to fire tests, flame tests, fume tests, and other similar tests which may be required by the Relevant Legislation and Regulations.

Adhesives
Water-based products must be used whenever possible.

Floor Covering
Any materials used over carpeted or hard floor areas must be of a nature that no slipping (even when moist or wet) or other safety issues will occur.

Paint
Water-based paint must be used on site whenever possible. If paint-spraying equipment is to be used, the system must be approved by Event Manager. Protective measures must be taken to ensure that no paint is spilt or sprayed on the surfaces or finishes of HKCEC.

Glass Panels
All glass panels and glazing used in the construction of Stands must consist of safety glass a minimum of 4 mm thick. Any uninterrupted, large areas of clear glazing shall be indicated so as to be readily apparent (for example, by applying warning stripes, dots or logos).

3.10 Access Equipment, Hanging and Suspended Temporary Structures, and Rigging

Access equipment includes scaffolding, towers, mobile elevating work platforms, hydraulic lifts, lifting tables (scissor lifts), and such other equipment.

HML requires all operators working on such access equipment to wear appropriate safety equipment or such equipment required by the Relevant Legislation and Regulations.

Weight restrictions apply to the structure of the HKCEC. To ensure the safety of all hanging structures, the Licensee must notify Event Manager of any proposals for rigging and provide structural drawings of hanging objects with detailed dimensions,

relevant calculations and design specifications, at least 1 month before the start of the Licensed Period. A Surveyor's Report may be required by HML for banners or other rigging of irregular items.

3.11 Decorations and Signs

Licensees that affix decorations, signs, banners, bunting, streamers, stickers or such items to any surface within the HKCEC will be responsible for any costs incurred by HML for cleaning or repairing damage caused by removal of such items.

3.12 Maximum Height Restrictions

The maximum heights permitted for Stands, Multi-level Stands, special features, installations, Temporary Structures or custom-built Stands are as follows:

Venue	Maximum Height (metres)
Hall 1, 2 and 3	9.5
Hall 5, 7, Convention Hall and Foyer and Grand Hall and Foyer	7.0
Hall 1 and 2 Concourses, Theatre Foyer	4.0
Hall 5 and 7 Concourses	3.5
Harbour Road Entrance Reception Concourse	3.2
Mezzanine 2	3.0
Expo Drive Entrance, Mezzanine 1and Hall 3 Concourse	2.5
Expo Drive Hall and Convention Hall Reception Concourse	2.2

3.13 Floor Loading Limits

The floor loadings specified below must not be exceeded under any circumstances. Excessive point or dynamic loads are not permitted.

Venue	Floor Loading Limit (kg/m² (lbs/ft²))
Hall 1, 2, 3, 5 and 7	1700 (350)
Hall 1 and 2 Loading Area	1700 (350)
Hall 5 and 7 Material Handling Area and Loading Area	1200 (250)
Harbour Road Arrival Plaza (HRE exterior)	800 (160)
Expo Drive Hall, Convention Hall and Foyer, Grand Hall and Foyer, Theatre 1 and 2 and Foyers, Meeting Rooms, Harbour Road and Expo Drive Entrances (interior), Hall 1, 2, 3, 5 and 7 Concourses, Harbour Road Entrance Reception Concourse, Mezzanine 1 and 2	500 (100)

3.14 Access to the HKCEC

Deliveries and Removal

Loading and unloading is confined to the relevant loading and unloading areas and material handling areas applicable to the Licensed Area. (Note: Please refer to Section 4 regarding the use of vehicles.)

HML Equipment Operation and Allocation

Mechanical equipment belonging to the HKCEC, such as scissor lifts and platforms, and container and freight lifts, may only be operated and manned by trained and/or certified operators authorised by HML. When two or more events are held in the HKCEC concurrently, allocation of such equipment and facilities owned by HKCEC will be at the sole discretion of HML.

Allocation of Areas and Facilities
HML will allocate loading and unloading areas, loading dock facilities and material handling areas to the Licensee during the periods when two or more concurrent events are occurring at the HKCEC.

Freight Forwarding and/or Marshalling
An authorised central freight forwarding service and/or off-site vehicle marshalling area, appointed by Licensee, must be used for a Scheduled Exhibition when:

(a) a record from the preceding year shows that more than 500 delivery/removal trucks were used for the move-in or move-out;

(b) 25,000 sqm gross of exhibition space or more is licensed for the first time event; or,

(c) a recurrent show with significant growth in licensed area and number of exhibitors is anticipated to use more than 500 delivery/removal trucks for the move-in or move-out.

Freight Deliveries
HML staff will not accept advance or late freight shipments without special arrangement with Event Manager. Such arrangement may cause the Licensee to incur extra charges. Freight forwarders and contractors officially appointed by Licensee will have the priority to use material handling equipment or storage facilities at the HKCEC.

Access outside Licensed Period
Access to or delivery of any materials to the HKCEC during times outside the Licensed Period will require prior arrangement with Event Manager. This will normally result in additional charges to Licensee.

Hazardous Work Areas
The loading and unloading areas, the material handling areas and the marshalling areas are designated as hazardous work areas. As such, the following activities are strictly prohibited:

(a) the consumption of alcoholic beverages and smoking (as is prohibited in all areas);

(b) speeding or reckless use of vehicles or equipment (as is prohibited in all areas);

(c) storage of gasoline, kerosene, diesel fuel or other flammable liquids, even temporarily;

(d) refueling activity of any kind; and,

(e) the presence of children under 16 years of age during move-in and move-out periods.

3.15 Removal of Materials Prior to Open Period

All vehicles, ladders, scaffoldings, trolleys, contractors' spare materials and other such items used in connection with the construction and erection of Stands, Temporary Structures, etc. must be removed from the Licensed Area prior to the Open Period.

No Exhibition shall be opened to visitors until all Aisles and exits are clear of obstructions. Not less than 1 hour before the Open Period of the Scheduled Exhibition, the Event Manager or an authorised representative of the HML may request that the opening time be deferred until any such obstruction has been removed. This notice of delay shall be presented to Licensee. Licensee shall take steps to either clear such obstructions to the satisfaction of Event Manager or prevent entry to the Scheduled Exhibition until the obstruction has been cleared. HML also may exercise its right, should the Licensees not take action to do so, to remove such materials and/or

obstructions to allow for a timely opening and Licensee will pay to HML any and all related charges associated therewith.

3.16 Credential Requirements

The Licensee must issue credentials valid for the move-in and move-out periods or Open Period to all those requiring admission to the Licensed Area for any reason related to moving in or moving out. These credentials must be visibly displayed at all times. Example copies of these credentials must be provided to Event Manager in advance.

At least 1 week before the start of the Licensed Period, the Licensee must notify Event Manager of the procedures to be followed by exhibitors, staff and attendees for gaining entry to the Licensed Area and service areas during the Licensed Period. The Licensee must also provide Event Manager with example copies of all passes, tickets and other entry credentials intended for use during the Licensed Period.

Members of the public may only be admitted to the Licensed Area for the purpose of attending the Scheduled Exhibition upon production of an authentic credential issued by the Licensee unless admission at no charge is in effect (e.g., public or consumer events).

3.17 Packing and Crate Removal and Storage

The storage of empty crates, cartons, boxes, shavings or other packing materials is prohibited under or behind any Stand and must be removed once unpacking has been completed. Storage of packing cases by Licensee, contractors or exhibitors in any part of the HKCEC is subject to the prior approval of Event Manager. Where HML, in its sole discretion, believe that a safety risk exists, it may dispose of any such materials stored in the vicinity of the Stands without penalty.

3.18 Removal of Materials at End of Licensed Period

All Stands and other materials brought into the Licensed Area for the Scheduled Exhibition, including materials to be scrapped, must be safely removed from the Licensed Area by the Licensee in sufficient time for HML to clear the floors by the end of the Licensed Period (unless specific arrangements to the contrary are made between Event Manager and the Licensee). The Licensee must return an emptied hall to the Licensor when dismantling is completed, and such status shall be verified by both parties on-site. The Licensee will be responsible for any charges that HML may incur and submit to Licensee for reimbursement as payment for extending the Licensed Period, for removing and/or disposing of materials, or for any additional services required by HML, if the Licensed Area is not clear by the end of the Licensed Period. Should HML not be able to, or elect in its sole discretion to clear the Licensed Area of any Stands or other materials by the end of the Licensed Period, the Licensee will be subject to hourly rental charges for the Licensed Area until such time the Licensee fulfills its responsibility under this Clause.

3.19 Responsibility for Damage Incurred

At the start of the Licensed Period, an HML representative will conduct an inspection of the Licensed Area with the Licensee to record any existing damage.

At the end of the Licensed Period, HML will prepare a list of any damage occurring within the Licensed Area during the Licensed Period which is attributable to the Scheduled Exhibition. HML will repair these defects at the expense of the Licensee. The Licensee must pay to HML on demand the cost of making good all damage to the Licensed Area or any other part of the HKCEC during the Licensed Period.

4. TRAFFIC AND VEHICLES

Vehicles including forklift trucks and electric carts are prohibited within any part of the HKCEC while it is open to the public unless prior approval is obtained from Event Manager. If approved, safety restrictions will apply, especially with regard to vehicles containing petrol.

To comply with the Government and HML safety regulations herein, Users must provide evidence that any operator of any such vehicle:

(a) is 18 years or older; and,
(b) holds a valid certificate to operate such vehicle.

Vehicles must comply with all speed limits, directional and headroom signs, and must follow any instructions given by authorised personnel of HML. Exhibitor goods and products must only be delivered at locations approved for the Scheduled Exhibition.

Authorised vehicles displaying the correct official pass are allowed to access established parking areas for limited periods agreed between HML and the Licensee. Vehicles parked without authorisation may be removed at the owner's expense, and/or may be subject to an impound fee by HML.

Only authorised personnel of the HKCEC may operate freight vehicle entry doors and shutters.

Vehicles used within the HKCEC must remain confined to the exhibition halls (when permitted), the loading and unloading areas, and/or the marshalling area. Movement of vehicles within the HKCEC will be directed by authorised personnel of HML.

Depending on the nature of the Scheduled Exhibition, HML in its sole discretion may require vehicles displayed within HKCEC:

(a) be static and have their engine switched off and hand-brake applied during the Open Period;

(b) contain minimal fuel (generally, no more than 1/8th of fuel tank capacity); and,

(c) have a drip tray or protective floor covering material placed under the engine.

Subject to a risk assessment, battery disconnection may be required for vehicles of age or in poor condition.

Only electric forklift trucks may be used within the HKCEC exhibition halls with the exception of Hall 3.

5. STAND ELECTRICAL INSTALLATIONS AND ELECTRICAL CONTRACTORS

5.1 Stand Electrical Installations

Regulations
All electrical installations for Stands, features, displays or exhibits must comply with: i) these Rules and Regulations; and, ii) any applicable Relevant Legislation and Regulations. HML will not supply electricity to any installation which does not comply. Information about all general electrical layouts, power consumption, and the other necessary technical information must be submitted by the Licensee to Event Manager for approval at least 1 month before the start of the Licensed Period.

Testing
To ensure compliance, HML staff may inspect and test any or all installations at its sole discretion. If an installation is found to be unsatisfactory, Event Manager will advise the

contractor responsible, who must rectify any faults and advise Event Manager when the installation is ready for re-inspection and re-testing.

Responsibility
HML will not accept responsibility for: i) any delays in supplying power to installations found unsatisfactory, or for which insufficient time has been allowed for testing; or, ii) any faults discovered in installations after testing and supplying power.

5.2 Electrical Contractors

HML places certain restrictions on the selection of contractors used to carry out electrical installation work, and the selection of such contractors is subject to review and disapproval by HML. Contractors must be licensed by Hong Kong Government as applicable for the electrical work being accomplished for the Scheduled Exhibition. The Licensee is responsible for ensuring that all contractors with which it contracts observe these Rules and Regulations and Relevant Legislation and Regulations.

5.3 Electrical Cable Configuration and Distribution

Each Stand must be supplied by a separate electrical main cable except that a single main cable may be installed to supply a group of adjoining Stands where the electrical installation for all Stands within the block is the responsibility of a single contractor.

Each of the Stands in a group of adjoining Stands fed from a single electrical supply main must have its own means of isolation, situated in an accessible position on the Stand.

Distribution boards and similar equipment must be installed adjacent to the fused isolators provided by HML's technical staff. The mounting board provided by the contractor for this equipment must be large enough to allow the fused isolators to be fixed on it. Switch and fuse gear, motor controls, starters and similar items must be easily accessible, suitably connected and out of reach of the public (and preferably out of public view). The electrical contractor responsible for installing the Stand electrical service must supply service mains suitable for connecting the installation to the fused isolators on the main supply cables (please refer to Appendix III).

5.4 Earthing (Grounding)

All metal conduits, metal apparatus casings, metal framework, motor frames, light fittings, etc., must be efficiently bonded to earth using the earthing (grounding) system provided within the HKCEC's permanent electrical distribution system.

5.5 Electric Motors

Electrical equipment and exhibits must have qualified staff assigned as necessary during installation to prevent accidental contact with live metal or any moving parts, short circuiting, live terminals, etc.

Isolators
Every motor must be provided with an effective means of isolation on all poles, and such isolators must be positioned next to the motor they control.

Starting
Motors in excess of 10 HP (7.46 KW) must be fitted with current limiting devices for starting, i.e. must not be started "direct-on-line". However, when "direct-on-line" starting of a motor is essential to the satisfactory operation of a machine, details must first be submitted to the Event Manager for approval.

The electrical contractor is responsible for ensuring that any starting current surge will not have any negative effect on the HKCEC's power source.

Overload Release
Every motor in excess of 0.5 HP (0.37 KW) must be fitted with a starter and possess an overload release for each pole.

Motor Load
The installation and use of any motor in excess of 70 HP (52 KW) is subject to HML's inspection by its technicians and Event Manager's written approval.

5.6 Transformers and Frequency Converters

Step-Up Transformers
Step-up transformers must not be installed without written permission from HML through Event Manager. When requested, drawings and full details must be submitted upon application for review by HML engineering personnel. When a step-up transformer is used as an integral part of any electronic or similar apparatus, appliance or piece of equipment, permission is not required provided its use conforms to customary practice within a particular industry, or where its installation conforms to the conditions of Paragraph 5.11 below.

Step-Down Transformers
Step-down transformers must have separately wound primary and secondary windings. The iron core and frame must be grounded. In addition to the normal fuse protection for each pole of the primary circuit, the secondary circuit must be fitted with fuse protection for each pole and transformers must have a neutral ground.

Auto-Transformers
Auto-transformers must only be used when they form an integral part of motor starters.

Location
Any approved transformers must be placed out of reach of the public and must be adequately ventilated.

Oil-Filled Transformers
Oil-filled transformers containing more than 20 litres of oil must be mounted in a suitable catch-pit or tray capable of containing the entire quantity of oil plus a 10% margin of excess.

Frequency Converters
The Event Manager must be notified in advance of the intention to provide apparatus for converting the frequency of the electrical supply to any machine or exhibit. A frequency converter must not cause any interference with the HKCEC's power supply system.

Space for Working
Electrical apparatus (other than exhibits and portable equipment) must be fixed in positions that allow adequate space for operation and maintenance.

5.7 Chokes and Capacitors

Location
Choke and capacitor equipment for fluorescent lighting must be fixed in accessible and well-ventilated positions, and must be located at least 10 millimeters away from any potential combustible material, separated by an air gap or by non-combustible material.

Connecting Wiring
Where choke and capacitor equipment for fluorescent lighting is not contained within the lighting fitting, any connecting wiring exceeding 1 metre in length must utilise conduit. For shorter lengths, adequately insulated flexible wiring must be placed well away from readily flammable articles, and must not be installed beneath flooring or in spaces enclosed by Stand construction.

5.8 Suspended Lighting Fittings

Suspended lighting fittings (other than single lamp fixtures) must have adequate means of suspension independent of the electrical cables or conductors. Heavy lighting fittings must be provided with secondary means of suspension for safety.

5.9 Lighting of Showcases

Externally
Except when exhibits are guaranteed non-combustible, showcases must only be illuminated from the outside.

Internally
Internally lighted showcases must be constructed of non-combustible materials, wired using approved type cables (not flexible cords), and adequately ventilated.

5.10 Electrical Discharge Lamp Installations

Installations of any type of electrical discharge lamps as an illuminated unit within a Stand, or as an exhibit, must conform to the conditions within this Clause 5.10.

Location
The sign or lamp exhibit must be installed out of reach of the public.

Installation

(a) Signs
The fascia or Stand fitting material behind luminous signs of this nature must consist of non-combustible material and be protected.

(b) High Tension Gear
High tension gear must be mounted on non-combustible material and protected.

Fireman's Switch
The electrical circuit supplying such signs or lamp exhibits must be a separate circuit controlled by an approved "Fireman's Emergency Switch" in an accessible and visible position, and labelled "Fireman's Switch" in accordance with any requirements of the relevant authorities.

Approval
Licensee must assure that electrical contractors responsible for installing this type of apparatus must advise Event Manager of their plans prior to installation. No installation of this type will be permitted without approval from Event Manager.

5.11 Electrical Cookers, Kettles, Irons, Radiators

General
Any apparatus which has a hot surface, and all electrical appliances such as electric kettles, radiators, irons, etc. must be adequately protected where necessary and placed or mounted on non-combustible material. Surface temperature of such appliances which may exceed 70^{o} C must be supplied from a socket outlet with a pilot lamp indicating whether the appliance is switched on. Kettles, irons, radiators and similar appliances must not be connected to a lighting circuit, but be separately connected to the electrical supply. Electrical cookers must be wired on an independently fused final sub-circuit.

Electric Kettles
Electric kettles must be fitted with an automatic safety device so that if they boil dry, they are automatically disconnected.

Adjacent Construction
Walls adjacent to all electrical cookers, irons, kettles, hotplates, etc. must be protected using non-combustible material. Shelves are not allowed immediately above such appliances, and adequate ventilation must be provided.

5.12 Batteries (50mA and above)

General
Charged batteries possessing a capacity of 50mA or above may only be exhibited when they are used to provide current for electric lighting, ignition or starting of motor vehicles, boat engines, small demonstration house lighting plants or other small working devices. No Stand lighting may be connected to charged batteries.

Terminals
All terminals of charged batteries, whether in use or not, must be fitted with a cover of non-conducting and non-combustible material.

Switches and Fuses
A double pole metal clad switch with suitable fuses must be fitted to control all connections serving appliances being run by batteries.

Charging

(a) Current Regulation
Battery charging units must be fitted with an automatic current regulator which cuts off the electrical main supply to the rectifier when the battery is fully charged.

(b) Times of Charging
Batteries may only be charged at the Stand at times when the public does not have admittance to the Licensed Area.

(c) Charger Isolation
The circuit to the charger unit must be connected directly to the HKCEC's power supply with its own isolator, separate from all other circuits, to permit the isolation of the other circuits without affecting the charging circuit.

(d) Enclosure
Vehicles or equipment containing batteries, and the battery charger, must be located in a free and enclosed space. The battery box cover must be removed and the gas vents of the cells cleared and inspected daily.

Batteries not in Use
Charged batteries not in use in exhibit vehicles or other equipment must be disconnected at both terminals and terminals covered (as in paragraph on "Terminals" above).

5.13 Electrical Supply

Right of Supply
All electrical current for consumption in the HKCEC, will be supplied by HML as provided by the HKCEC's electricity supply company.

Standard Supplies
The standard supplies are:

(a) Single Phase Neutral & Ground 220V ± 6%
50 cycles per second AC supply

(b) Three Phase Neutral & Ground 380V ± 6%
50 cycles per second AC supply

Separate Lighting and Machinery Mains
The HML will supply separate mains for machinery, lighting and items requiring small quantities of power.

Neutrals
Neutrals are earthed (grounded) at the HKCEC's sub-station.

Load Limitation
HML in its sole discretion will limit the power rating of a main supply or main supplies where in HML's opinion, the electrical load or combination of loads requested may have an adverse effect on main supplies to other exhibitors. Where the Licensee proposes to group exhibitors together who are demonstrating heavy current-consuming machines in such a way as to cause abnormal demand, the Licensee must discuss the proposed arrangement with Event Manager prior to the final allocation of Stand space to exhibitors and must conform to any re-arrangements required by Event Manager.

Balancing of Single-phase Loads
All single phase loads in an electrical installation with a three-phase supply, especially those with non-linear characteristics such as computers, dimmers, and frequency inverter circuits, must be evenly and reasonably distributed among the phases.

Power Factor
HML is required by the electricity supply company to maintain a Power Factor of not less than 0.85 lagging. Where electrical machines or equipment at an exhibition are such that, in the opinion of the HML, the Power Factor is likely to fall below 0.85, Power Factor correction apparatus shall be supplied and installed by the person responsible for the electrical installation.

(a) Correction Apparatus
Correction apparatus shall be connected on the "load" side of the main switches controlling the supply to the stand or individual piece of equipment. The scale of provision shall be submitted to Event Manager for approval.

(b) Notification
Licensee will notify HML at the time the Licence Agreement is being negotiated of the likelihood of correction apparatus being required at the exhibition.

5.14 Electrical Main Supply Cables

Supply and Installation
All main supply cables from the HKCEC's electrical supply source (service pits, trenches, columns, and/or overhead busducts) to the point of supply to an exhibit, Stand, group of Stands or other locations will be supplied and installed by HML staff or HML's appointed contractor.

Termination and Routing
Each main supply cable must be terminated with a fused isolator or circuit breaker supplied by HML.

Routing
The main supply cables must be brought into the Stand from a floorbox within the area of the Stand. Connections from the floorbox of an adjacent Stand are not permitted unless either there is no floorbox within the Stand, or the Licensee and adjacent Stand holder have given prior permission to Event Manager.

Separate Lighting and Machinery Mains
All main supply cables supplied for machinery must be separated from those providing electricity for lighting and items requiring small quantities of power. A machine is defined as a single item of equipment which cannot be powered using a 13 amp socket or spur unit.

Proliferation of Main Supply Cables
Where installation of a group of Stands or items requiring small power would, in the opinion of HML, lead to an unacceptable combination of main supply cables, HML may, at its discretion, either itself install a large main supply cable and provide the cables ordered by sub-distribution within the group of Stands, or instruct the nominated electrical contractor that only a single main supply cable will be installed to the group of Stands.

Access for Installation
The main supply cables to Stands or exhibits will be installed before or on the first day of the Licensed Period, provided that the supply has been ordered from Event Manager by the agreed date (see Clause 5.15 below). Before occupying the Stand, exhibitors or their contractors must confirm that the main supply cables have been installed and, if not, must only occupy areas of the Stand which will not impact that installation of cables until installed.

5.15 Ordering of Electrical Main Supply Cables

Placing of Orders
Main supply cables must be ordered from Event Manager by the Licensee, their nominated electrical contractors or their nominated representatives using HML procedures and at charges agreed between HML and the Licensee. Orders will only be accepted when made in writing and include the appropriate payment. The preferred method for placing orders is by using the standard HKCEC order form, copies of which are available from Event Manager.

Deadline for Orders
Orders for main supply cables must be placed with Event Manager at least 3 weeks before the start of the Licensed Period.

Late Orders

(a) Completion
HML cannot guarantee to complete orders received after the deadline within this Clause 5.15 above. In any event, priority will be given to the completion of orders placed before the deadline.

(b) Procedure
HML reserves the right to deal with orders placed after the deadline in the order in which they are received.

(c) Surcharge
Orders for main supply cables received by the Event Manager after the deadline (including on-site orders which can be accommodated) will be subject to a surcharge. Please refer to the “Event Equipment and Service Charges booklet”.

Payment
HML reserves the right to refuse connection of any main supply cables until payment has been made.

Routing and Termination Positions
All orders must indicate specific positions required for the routing and termination of electrical main supply cables and must contain full information on these positions, including a plan with specific dimensions showing cable positioning in relation to the Stand and the location and orientation of the Stand in the Scheduled Exhibition area. If this information is not given, the routing and termination of supply cables will be determined by Event Manager. HML will accept no responsibility for any costs involved in relocating a supply cable or altering Stand fittings or Stand electrical installations if no adequate main supply cable location plan is submitted with the order.

Note : Persons responsible for designing the layout of Stands, and/or the electrical installation of Stands, must acquaint themselves with the locations of the Utility Service Provisions used for installing Stand services to ensure that their Stand layouts allow the termination of main supply cables over, or as close as possible to, these Utility Service Provisions. The Utility Service Provisions locations must be shown on the layout plans for the Scheduled Exhibition.

Alterations to Orders

(a) Termination Position

When the termination position of a main supply cable can be and is altered after the deadline date within this Clause 5.15 above for placing orders, HML will treat this as a late order. Any late or on-site order will be subject to a surcharge. Please refer to the "Event Equipment and Service Charges booklet".

(b) Rating

Where the rating of a main supply cable can be and is altered after the deadline date for orders within this Clause 5.15, HML will treat the new main supply as a late order. Any late or on-site order will be subject to a surcharge. Please refer to the "Event Equipment and Service Charges booklet".

5.16 Time of Operation of Electrical Power Supply

During Move-In Period

Main electrical power supply will only commence when all electrical connections and installation works have been properly carried out and tested, and will operate according to a "power on and off" schedule agreed between Event Manager and the Licensee within the normal working hours for move-in.

During Open Period

Main electrical power supply will be switched on 1 hour before the Open Period and switched off 1 hour after the close of the Scheduled Exhibition each day.

Adjustments During Open Period

By agreement between Event Manager and Licensee, the "power on and off" schedule may be adjusted to meet the needs of the Scheduled Exhibition. Any request for such adjustments shall be made at least 1 working day in advance of the requirement.

During Move-Out Period

All main electrical power supplies will be switched off within 1 hour of the closing time of the Scheduled Exhibition on the last day of the Open Period. Where a user requires an electrical main supply after the close of the Scheduled Exhibition, a request must be made to the Event Manager, through the Licensee, by midday on the last open day of the Scheduled Exhibition.

Stand Circuits

All Stand circuits not requiring continuous power supply must be switched off by the contractor according to the exhibitor's instruction, using the Stand isolator, as soon as possible after the close of the Scheduled Exhibition each day of the Open Period.

24-Hour Electrical Service

Where continuity of electrical service is required, a 24-hour power supply must be ordered. The continuous supply will run from the opening morning of the move-in until the close of the Scheduled Exhibition. During the move-in period, the supply may be switched on and off to accommodate total electrical service installation unless special arrangements have been made with Event Manager.

6. PIPEWORK STAND INSTALLATIONS AND PIPEWORK MAIN SUPPLIES

6.1 Pipework Stand Installations

Regulations
All pipework installations within the HKCEC for the Scheduled Exhibition relative to Stands, features, displays or exhibits must comply with: i) these Rules and Regulations; and ii) any applicable Relevant Legislation and Regulations. Any and all installations will be coordinated through the Event Manager. HML will not supply services to any installation which does not comply with compliance.

Testing
To ensure compliance, HML staff may inspect and test any or all installations. If an installation is found to be unsatisfactory, Event Manager will advise the contractor responsible, who must rectify any faults and advise Event manager when the installation is ready for re-inspection and re-testing.

Responsibility
HML will not accept responsibility for: i) any delays in connecting installations found unsatisfactory, or for which insufficient time has been allowed for testing; or, ii) any faults discovered in installations after testing and connection.

6.2 Pipework Contractors

Selection of Contractors
HML places certain restrictions on the selection of contractors used to carry out pipework installation work and the selection of such contractors by Licensee must be from HML's approved list of pipework contractors. HML's approved contractors will submit quotes for carrying out installation work on stands upon request. All contractors must observe these Rules and Regulations and Relevant Legislation and Regulations. Exemptions will only be permitted with prior written agreement from HML.

6.3 Installations within Stands

General

(a) Pipework
All pipework used in installations must be suitable for the operating pressures of HKCEC's service mains from which they are to be used. In general, compressed air line pressure varies from 4 to 6 bars (60-90psi) with a flow rate of 10 l/s (21cfm). Exhibitors must arrange to have pressure regulators installed on their equipment if required or desired. Domestic water mains are supplied through a 25mm pipe at a pressure of approximately 1-2 bars in Hall 1, 2, 3, 1 bar in Hall 7, and 2 bars in Hall 5. The maximum capacity from this supply is 0.3 liters per second (4 gallons per minute).

(b) Isolating Valves
Where Stand platforms are installed, all stopcocks or valves on piped services must be above the platform and in an accessible position.

Water

(a) No Water without Drainage
No mains for water service will be connected to a Stand unless a drainage system is installed at the same Stand to remove used water.

(b) Direct Machine Connections
Direct connections from the HKCEC's water mains to machinery, if available and approved, are not permitted unless an isolating valve is fitted at the inlet to the machine. The Event Manager will arrange a quote for installing an appropriate isolating valve on request.

6.4 Time of Operation of Pipework Service Supply

During Move-In Period
Main pipework service supply will only commence when all pipework connections and installation works have been properly carried out and tested, and will operate according to a schedule agreed to between Event Manager and the Licensee within the normal working hours for move-in.

During Open Period
Main pipework service supply will be switched on 1 hour before the Open Period and switched off 1 hour after the close of Scheduled Exhibition each day.

During Move-Out Period
All main pipework service supplies will be switched off within 1 hour of the closing time of the Scheduled Exhibition on the last day of the Open Period.

6.5 Discharge of Water onto Exhibition Venue Floors

All exhibits and ancillary equipment containing water must be carefully drained at the end of a Scheduled Exhibition in such a way that no water is discharged onto the venue floors. The Licensee will be charged for costs to remove and clean, due to water discharge, or for any damage caused to the Utility Service Provisions.

6.6 Discharge of Waste

Discharge Prohibition
No paint, oils, spirits, chemicals or other substances may be discharged into any HKCEC drainage outlets or systems. Such materials must be discharged into closed containers manufactured of material suitable for the purpose. Full details of these kinds of waste must be submitted to Event Manager, who will arrange for their disposal at the cost of the Licensee.

Cost of Repairing Damage
The Licensee will be responsible for the cost of clearing or repairing any drainage outlet or system or making good any other damage caused by improper substances placed in drainage outlets.

6.7 Bathing Pools, Ponds and Other Large Vessels

Details
Full details of all vessels containing 250 litres (55 gallons) or more of water or other liquids must be submitted to the Event Manager for approval at least 6 weeks before the start of the Licensed Period.

Drainage Provisions
All vessels of this type containing water must be fitted with a drainage system which will also be available to easily drain the vessel at the end of the Scheduled Exhibition, or at any time during an emergency situation.

Prior Arrangement
Enquiries regarding the supply of water to and draining of vessels of any type must be made to the Event Manager at least 6 weeks before the start of the Licensed Period. HML will charge the cost of providing these services to the applicant, and will advise the cost before hand.

7. Telephone, Facsimile, Cabling, Data, Broadband and Wireless Internet Installation

7.1 Telephone, Facsimile and Cabling Services

All telephone, facsimile and/or cabling installation orders within the HKCEC for the Scheduled Exhibition must be accompanied by a detailed drawing indicating the specific locations of services required and/or any special instructions. Order Forms for services must be completed. Otherwise, installation of services will occur at the discretion of HML's technician.

For facsimile service, 24-hour power supply normally required for facsimile machine must be ordered separately.

Telephone sets will be delivered on the last move-in day afternoon. Telephone services will be terminated 1 hour before the close of the Scheduled Exhibition on the last open day.

For all telecom services, HML shall be under no liability for any loss or damage, whether direct, indirect or consequential which the Licensee or exhibitors may suffer by reasons of equipment failure or defects, or any causes beyond the direct control of HML.

7.2 Broadband Internet Services

Each 2M broadband line will support 1 computer only. If Licensee or exhibitors require their computers to be tested before use, a minimum notice of 1½ hours must be given to technician prior to the beginning of the Scheduled Exhibition.

Computers using the HKCEC's Broadband Internet Services must be IBM compatible computers ONLY and possess the following system requirements:

- Pentium II 400 Mhz or above
- 10/100M Ethernet LAN Card
- 64MB RAM or above
- 100MB or above of free hard disk space
- CD-ROM drive
- OS MS, Windows 2000 or Windows XP
- Internet Browser (Internet Explorer 5.0 or Netscape 4.7 (or newer versions of either))
- "Gateway" and "IP Address" parameters in Network setting of user's PC which may be deleted if required.

Licensee or exhibitors are strictly prohibited from connecting the rented broadband lines to any device such as Wireless Access Points or computers to provide any form of ad-hoc wireless networking services which may adversely impact in any way HKCEC's existing Wireless System.

7.3 Wireless Internet Services

Wireless connection is available in the following venues within the HKCEC and will only be activated in the licensed venues according to the Open Period:

Venue
Hall 1, 2, 3, 5 and 7
All concourse areas to Exhibition Halls 1, 2, 3, 5 & 7
Mezzanine 1 and 2
Grand Hall, Grand Foyer, Convention Hall, Convention Foyer and Theatre Foyer
Expo Drive Hall

Major venues in which wireless connection is not available are the Theatres, Meeting Rooms and Restaurants.

The wireless system is IEEE 802.11b/g standard and the connected device (notebook, pocket pc, PDA, hand-phone, etc.) must be compliant. The system is supported by a 10M bps premium broadband line. The bandwidth set for each wireless user is 128K.

HML technician service is included in the wireless system service charges. Please refer to the "Event Equipment and Service Charges booklet (Section D)". However, HML will not be able to assist Licensee or exhibitors to install hardware or software onto their computers and/or any network devices.

7.4 Placing of Orders

Orders for initial broadband line service must be submitted on an Order Form at least 3 weeks before the start of the Licensed Period and orders for any additional broadband lines must be placed at least 2 weeks before.

Orders for wireless LAN service must be submitted on an Order Form at least 1 month before the start of the Licensed Period.

8. SAFETY CONSIDERATIONS

HML reserves the absolute right and may take any and all steps in relation to the Licensed Area and the public circulation areas as it considers necessary to protect the HKCEC and ensure the safety of those using it and attending its events. The Licensee must comply with any and all directions given by HML in regards to safety.

Strict rules and regulations exist regarding requirements that materials be non-combustible, inherently non-flammable or durably flame proof. Please refer to Clause 3.9 herein for details.

8.1 Public Safety and Crowd Management

The Licensee must abide by any and all procedures prescribed by HML covering public safety, use of common public spaces, crowd management and vertical lift facilities (escalators and lifts). Decisions regarding these matters will be made by HML and will be final in all cases.

8.2 Laser Products, Radioactive Substances, Special Effects, and Gas-Filled Balloons

Licensee or exhibitors intending to use laser products, radioactive substances or special effects must obtain approval from Event Manager at least 1 month before the start of the Licensed Period, and comply with all Relevant Legislation and Regulations. Suitable fire protection equipment and warning notices must also be provided as appropriate.

Special effects include such items as pyrotechnic displays that require a licence from the authority or similar devices that require electrical sparking mechanism but do not require a licence from the authority, or of any special effect equipment such as strobe and laser lighting and smoke machines.

Permission will always be subject to internal safety considerations and any applicable Relevant Legislation and Regulations. HML may require suitable public notices to be posted warning attendees to the Scheduled Exhibition of such special effects.

Gas-filled balloons, with the exception of helium filled balloons, are prohibited**.**

Confetti devices utilizing compressed air are prohibited in all meeting rooms.

8.3 Boilers, Stoves and Furnaces

The use of boilers, stoves or furnaces must be electric and approved by the Event Manager at least 3 months in advance. Suitable non-combustible insulating materials must be used to prevent the transmission of heat to any potential combustible part of the Stand and to the floor, ceiling or any surface of the exhibition venue.

8.4 Cooking within the Licensed Area

Cooking during the Scheduled Exhibition must be approved by the Event Manager and must conform to the following regulations:

(a) approval must be obtained at least 3 months in advance from the Event Manager for any cooking to be conducted within the area of Stands or in demonstration areas;

(b) the use of open flames cooking equipment is prohibited in any area of the HKCEC;

(c) gas bottles or the use of gas cooking equipment is prohibited in any area of the HKCEC;

(d) appropriate equipment for extracting fumes (based on the size and number of cooking ranges used) must be provided;

(e) a single approved fire blanket (list available on Hong Kong Fire Services website (www.hkfsd.gov.hk)) must be provided for each Stand containing electric cooking appliances;

(f) all deep-frying equipment must be electric and equipped with safety shielding and appropriate exhaust / filtering apparatus when appropriate; and,

(g) the Licensee must comply with all Relevant Legislation and Regulations relating to the temporary provision and preparation of food.

8.5 Working Machinery

All reasonable means of safety protection must be utilised where necessary, and approved by the Event Manager, for working machinery. Machinery must only be operated by qualified and trained persons authorised by the Licensee or exhibitors, and must not be left unattended when operational.

8.6 Dangerous or Toxic Substances and Fluids

No substance or equipment which in the opinion of HML is of a dangerous, toxic, explosive, hazardous or objectionable in nature may be brought into the HKCEC by the Licensee or any other party.

8.7 Noise Control

Equipment used in any part of the HKCEC must not generate noise that exceeds a maximum permitted noise level of 50 dB (A), except with Event Manager's prior approval.

The following Noise Level Restrictions apply:

(a) general background noise may not exceed 60dB;

(b) entertainment features may reach 70dB for cumulative periods of no more than 15 minutes in any 1 given hour;

(c) noise levels will be metered from any edge of the applicable Stand or area boundary; and,

(d) the Licensee is responsible for ensuring that any music or other noise occurring in the Licensed Areas does not exceed 80dB at any time.

8.8 Fire Safety

Exhibitors, contractors and any other person within the HKCEC must observe and comply with any and all fire codes applicable to the HKCEC and the Scheduled Exhibition.

Open (naked) flames are prohibited within the HKCEC in connection with a Scheduled Exhibition.

The following precautions must be observed:

(a) equipment provided for the purpose of fire fighting must not be abused, misused, relocated or concealed;

(b) the operational effectiveness of sprinkler installations must not be compromised;

(c) fire alarm call points must not be operated without due cause;

(d) fire exit doors must not be obstructed and must remain available for use at all times; and,

(e) fire hydrants must not be used as a source of water, except for fighting fires.

HML provides a number of security personnel for patrolling each event. If an increased fire risk is presented by a specific activity at the Scheduled Exhibition or by the nature of any event itself, any additional security staff required will be provided by HML and charged to the Licensee.

8.9 Exit Notices

HML reserves the right to supply and fix additional notices and/or signage at the expense of the Licensee if Stands, Temporary Structures, decorations, signage or other items are positioned so as to obstruct permanent exit signs or notices.

8.10 Fumes, Exhaust Smoke and Internal Combustion Engines

Any machine, equipment or any other items which generates fumes, exhaust or smoke must have an effective exhaust system in order to assure no complications of any nature to HML staff, workers, contractors, the public or other attendees to the Licensed Area.

The use of internal combustion engines in the Licensed Area is strictly prohibited during periods when the public is in that Licensed Area.

8.11 First Aid

The Licensee may be required to schedule and pay for qualified personnel to provide first aid services during all or certain periods of the Scheduled Exhibition. Such requirement will be at HML's sole discretion dependent on the nature of the Scheduled Exhibition.

8.12 Emergency Procedures

Licensee agrees that all Schedule Exhibition staff, e.g. Licensee's registration personnel, ushers, service booth attendants or host/customer service personnel, will be sufficiently briefed on fundamental emergency procedures of the HKCEC. This is intended to enable such personnel to provide basic directions to exhibitors, guests, the public, etc. directing them to emergency exits and to recognise emergency alarms, and public address system announcements when they occur. Such information will be made available to Licensee by HML and it is Licensee's responsibility to ensure this information is a part of daily briefings and information given to all such exhibitors and personnel working in association with the Scheduled Exhibition during the entire Licensed Period.

8.13 Public Address System

The Licensee must ensure that the public address system supplied for their use is operational and under the control of a competent member of staff at all times during the Open Period. This system may be used at any time should announcements related to safety be required by HML authorised personnel.

8.14 Reflective Safety Vest Requirement

Licensees, their staff and any person requiring admission to the Licensed Areas, when vehicles (autos, trucks and/or forklifts) are being operated in connection with move-in or move-out of the Stands, Temporary Structures or other installations, will be required to wear a reflective safety vest supplied by the Licensee or employer of related company working in association with the Scheduled Exhibition.

8.15 Safe Conditions of Stands and Temporary Structures

Before attendees are admitted to the Scheduled Exhibition, the Licensee is fully responsible for assuring that all Stands and Temporary Structures, including Multi-level Stands, have been constructed and/or installed in a proper manner and are completely safe for the intended purpose of the Stand or Temporary Structures. Special attention will be given by the Licensee to complex Stands, Multi-level Stands and Temporary Structures, including rigging, to assure they are safe, fit for use, and constructed in accordance with the designer's specifications.

8.16 Toe-boards and Railings

For Safety purposes, toe-boards and/or railings will be required in accordance with Clause 3.6 herein.

8.17 HKCEC Area Patron Capacities

In addition to complying with the patron capacities of various halls, rooms, etc. within the HKCEC established by Hong Kong Government, Licensee will assure that any capacities (patron or weight) established for Multi-level Stands or other structures are clearly posted within clear view of the users of such areas. Such capacities must be strictly adhered to.

8.18 Prohibition of Ladders in Excess of 2 Metres in Height

Strictly for safety purposes, the use of ladders in excess of 2 metres in height is prohibited within the HKCEC by persons working in association with a Scheduled Exhibition.

9. ADDITIONAL POINTS

9.1 Corporate Identity

Any use of the HKCEC's branding, including its logo, is prohibited without the prior written approval of HML.

9.2 Co-operation with Other Users

Multiple Licensees may be using various parts of the HKCEC at any one time. A Licensee must exercise reasonable and best efforts to co-operate and not to interfere with use of areas within the HKCEC other than the Licensee's specific Licensed Area.

9.3 Right of Access

HKCEC staff and authorised personnel of HML with appropriate credentials have the right of access to all areas of the HKCEC at all times including all Licensed Areas. HML also reserves the right to erect scaffolding within the Licensed Area or any other part of the HKCEC, even if this results in a reduction in light or ventilation or otherwise affects the use of the Licensed Area, in order to inspect or carry out work on any emergency related services within the Licensed Area, such as work to water pipes, electric wiring, heating and ventilation equipment.

9.4 Escalators and Passenger Lifts

Escalators and passenger lifts are for the use of passengers only and must not be blocked or used to transport materials or equipment unless clearly designated, at times, for such use.

9.5 HKCEC Furnishings, Fixtures and Equipment

Furnishings, fixtures, equipment, planters or displays within or outside the HKCEC may not be removed or re-positioned by the Licensee or any contractor, exhibitor, or person associated with the Licensee and Scheduled Exhibition without the approval of the Event Manager.

9.6 Advertising, Promotion and Publicity

The Licensee undertakes that all advertising of the Scheduled Exhibition by or on behalf of the Licensee will be truthful and accurate.

HML retains the exclusive right to use all designated advertising space within the Licensed Area and the HKCEC and to erect and maintain any posters, notices or illuminated signs. The Licensee may lease advertising space within HKCEC subject to HML's approval of location and content.

A charge will apply for display panels, showcases or lightboxes placed in public circulation areas to promote individual exhibitor services / products during the Open Period. Where such advertising exceeds 1m (W) x 0.5m (L) x 2.5m (H), detailed information regarding location and configuration of such advertising must be submitted for HML approval at least 3 weeks before the start of the Licensed Period. Advertising that will require significant space or structures for display will be subject to the notice permission within Clause 3.3(d).

For use and rental of fixed advertising lightboxes and banner locations, or for any available temporary advertising locations within the HKCEC, the Marketing and Sales Department may be contacted for assistance at (852) 2582 1111 or via e-mail: info@hkcec.com.

9.7 Closed Circuit Television

A Closed Circuit Television (CCTV) system will be operational at all times within the HKCEC and is monitored by HML personnel in the Security Control Room. The CCTV system records on a 24 hour daily basis and HML reserves the right, if required, to pass CCTV recordings to the relevant authorities of Hong Kong Government.

9.8 Risk and Lost Property

All property brought into the HKCEC by a User is at the User's risk, and HML accepts no responsibility for theft, loss or damage to such property.

The Licensee and other Users must make insurance arrangements in this regard to cover all risks.

All lost property found within the HKCEC will be handed over to HKCEC's Security Department staff for recording and handling.

Users must ensure that their invitees give a waiver in favour of HML and HML's directors, officers, employees and agents in respect of any claims for theft, loss or damage of their property brought into the HKCEC.

9.9 Temporary Seating

When required, chairs or other single seats used in setting up a row must be secured together in groups of not fewer than 4 seats and not greater than a row of seats measuring 6 meters from end to end. The required width of the Aisles between groups of seats will depend on the total number of seats and their layout, but the minimum Aisle width must be 1.2 metres. The seating and Aisles must be arranged so as to allow free and direct access to emergency exits.

At least 1 month in advance, the Licensee must submit to Event Manager construction details of seminar areas, to include means of access and exits, Aisles, seating layout, seating clearance, and methods of securing seating. The Event Manager will inform the Licensee of any modifications required.

9.10 Animals

Any animals with the exception of guide dogs for persons with visual impairment are prohibited in any part of the HKCEC unless used as some form of exhibit, display or performance, in which case they must be approved by Event Manager reasonably in advance.

9.11 Filming, Broadcasting, Radio Transmission and Copyright Fees

HML's approval through its Communications Department (2582 7960) is required reasonably in advance for filming, sound or video recording, telecasting and broadcasting within the HKCEC. These activities may be subject to additional charges for security, labour, utility services, etc.

Any and all applicable copyright fees in connection with any activity related to the Scheduled Exhibition are the full responsibility of the Licensee.

Licensees desiring to use radio transmitting equipment must obtain the approval of the Event Manager and supply details of the equipment, and of the frequency and power of the signal, together with a copy of the transmitting licence or equivalent from the relevant authorities of Hong Kong Government, e.g., Office of the Telecommunications Authority (OFTA).

9.12 Distribution of Literature

Publicity materials of any exhibitor may only be distributed from the exhibitor's own Stand. No exhibits or advertising signs shall be placed outside the confines of the exhibitor's Stand.

The distribution of publicity materials, pamphlets or literature, and advertising, demonstration or canvassing are strictly prohibited elsewhere in the HKCEC. For the avoidance of doubt, this rule applies to any location, Licensed or not Licensed, on HKCEC property, internally or externally.

9.13 Typhoon No. 8 and Higher Signal and Black Rainstorm Warning

It is the intention of HML that the HKCEC will remain open during typhoon or black rainstorm warnings and the cancellation of events will be at the discretion of the organiser. Should HML believe there to be any threat to the safety of the participants, or cause potential damage to the venue with or without possible adverse impact on the Scheduled Exhibition, a joint decision to close the facility will be made between HML and the Licensee.

10. SUMMARY - APPROVALS AND DOCUMENTS REQUIRED

(Please refer to the reference clause for more details)

Description	Time of Submittal	Reference Clause
Notify the likelihood of correction apparatus being required at the exhibition	At the time of execution of Licence Agreement	5.13
Submit copies of each of all relevant permits, licences, certificates, etc., including the Temporary Places of Public Entertainment Licence if required	Before the Open Period	3.1
Submit written statements of completions or certifications of Stands, Multi-level Stands and Temporary Structures	Before the Open Period	3.7
Placing of directional or promotional signs, banners or decorations in any public circulation areas	Reasonably in advance	3.3(d)
Erect any Stands, Temporary Structures and Custom Built Stands. (Closely seated audience, height exceeding 4 meters, proximity to exit or Aisle and connections to floor structure.)	Reasonably in advance	3.5
Any animals used as some form of exhibit, display or performance except for guide dogs for persons with visual impairment	Reasonably in advance	9.10
Submit request for Filming, Broadcasting, Radio Transmission and Copyright Fees	Reasonably in advance	9.11
Submit Scheduled Exhibition Layout Plans	At least 6 months before the start of the Licensed Period	3.1
Submit final details about the Scheduled Exhibition (opening hours, estimated attendance, exhibitor and visitor profiles, planned or intended use of the public circulation areas, etc.)	At least 3 months before the start of the Licensed Period	3.1
Submit copies of final and approved layout plans with high risk areas identified and visitor profile	At least 3 months before the start of the Licensed Period	3.1 (a) & (b)
Request for building or placing offices, desks, counters, signs, banners, decoration feature or other structures in public circulation areas	At least 3 months before the start of the Licensed Period	3.3 (e)
Requests for the use of boilers, stoves and furnaces	At least 3 months in advance	8.3

Requests for any cooking to be conducted within the area of Stands or demonstration areas	At least 3 month in advance	8.4 (a)
Submit full details of all vessels containing 250 litres (55 gallons) or more of water or other liquids or Request for supply of water to and drainage of vessels of any type	At least 6 weeks before the start of the Licensed Period	6.7
Request for wireless Internet service	At least 1 month before the start of the Licensed Period	2.4
Submit details for bringing water-cooled machinery into exhibition halls	At least 1 month before the start of the Open Period	2.6
Submit copies of final and approved layout plans with final and full details	At least 1 month before the start of the Licensed Period	3.1
Submit proposals for rigging with calculations and design specifications	At least 1 month before the start of the Licensed Period	3.10
Submit information about general electric layouts, power consumption and other necessary technical information	At least 1 month before the start of the Licensed Period	5.1
Request for wireless LAN service	At least 1 month before the start of the Licensed Period	7.4
Request for using laser products, radioactive substances, special effects, and gas-filled balloons	At least 1 month before the start of the Licensed Period	8.2
Request for construction details of seminar areas	At least 1 month in advance	9.9
Deadline for main supply cables	At least 3 weeks before the start of the Licensed Period	5.15
Request for initial broadband lines	At least 3 weeks before the start of	7.4

	the Licensed Period	
Request for use of public circulation areas for display panels / showcases / lightboxes to promote individual exhibitor services / products in public circulation areas during the Open Period where such advertising exceeds 1m(W) x 0.5m(L) x 2.5m(H)	At least 3 weeks before the start of the Licensed Period	9.6
Request for event security and special security arrangements personnel (quantity, scheduled details, etc.)	At least 2 weeks before the start of the Licensed Period	2.3
Deadline for additional broadband lines	At least 2 weeks before the start of the Licensed Period	7.4
Submit: (1) the procedures for entry; and, (2) example copies of entry credentials	At least 1 week before the start of the Licensed Period	3.16
Request for power adjustments	At least 1 working day in advance	5.16

APPENDIX I Security Personnel Included in Licence Fee

For Scheduled Exhibitions, security personnel will be provided as part of the Licence Fee in the Exhibition Halls, Convention Hall, Grand Hall and Expo Drive Hall during the Licensed Period at the following levels based upon area licensed:

Venue	Gross Area (in sq m)	No. of guard(s) provided			Difference (in sq m)
		Move-in / Move-out Period (0800-2400)	Event Open Period (0800-1900)	Last Opening Day (0800-2400)	
Convention Hall	1,819	1	2	2	–
CH A+B or CH B+C	1,289	–	–	–	–
CH B	764	–	–	–	–
CH A or CH C	525	–	–	–	–
Grand Hall	3,880	1	2	2	–
H1A + H1B + H1C	12,636	3	6	6	–
Progressive take-up	11,466	3	6	6	≥2,000
Progressive take-up	9,594	2	4	4	<2,000
H1A + B or H1B + C	8,424	2	4	4	–
Progressive take-up	7,254	2	4	4	≥2,000
Progressive take-up	5,382	1	2	2	<2,000
H1A or 1B or 1C	4,212	1	2	2	–
H2A + H2B	7,728	2	4	4	–
Progressive take-up	6,558	2	4	4	≥2,000
Progressive take-up	5,388	1	2	2	<2,000
Progressive take-up	4,680	1	2	2	<2,000
H2B	4,218	1	2	2	–
H2A	3,510	1	2	2	–
H3	8,098	2	4	4	–
Progressive take-up	7,728	2	4	4	<2,000
H5A + H5B	8,917	2	4	4	–
Progressive take-up	7,728	2	4	4	≥2,000
Progressive take-up	5,369	1	2	2	<2,000
Hall 5A or H5B	4,456	1	2	2	–
Progressive take-up	3,544	1	2	2	≥2,000
Progressive take-up	3,541	1	2	2	≥2,000
Progressive take-up	2,000	1	2	2	≥2,000
H7A + H7B	8,917	2	4	4	–
Progressive take-up	7,728	2	4	4	≥2,000
Progressive take-up	5,369	1	2	2	<2,000
Hall 7A or 7B	4,456	1	2	2	–
Progressive take-up	3,544	1	2	2	≥2,000
Progressive take-up	3,541	1	2	2	≥2,000
Progressive take-up	2,000	1	2	2	≥2,000
Expo Drive Hall	6,996	2	4	4	–

**Security personnel provided for designated venues only.*

APPENDIX II Emergency Procedures

EMERGENCY PROCEDURES

Hong Kong Convention and Exhibition Centre
1 Expo Drive, Wanchai, Hong Kong

FIRE EMERGENCY

IF YOU DETECT FIRE OR SMOKE

- Activate the nearest fire alarm if possible and safe to do so.
- Leave the area of a fire immediately by the nearest exit (emergency exits marked in green); do not use lifts.
- Close doors behind you.
- Leave the HKCEC, if necessary, by the nearest exit (emergency exits marked in green); do not use lifts.

IN CASE OF FIRE ALARM

(1) IF YOU HEAR A FIRE ALARM

- Remain claim and alert, prepare to leave the HKCEC.
- Continue activities as normal should fire alarm be discontinued.

(2) IF YOU HEAR A FIRE ALARM EVACUATION ANNOUNCEMENT OR INSTRUCITON

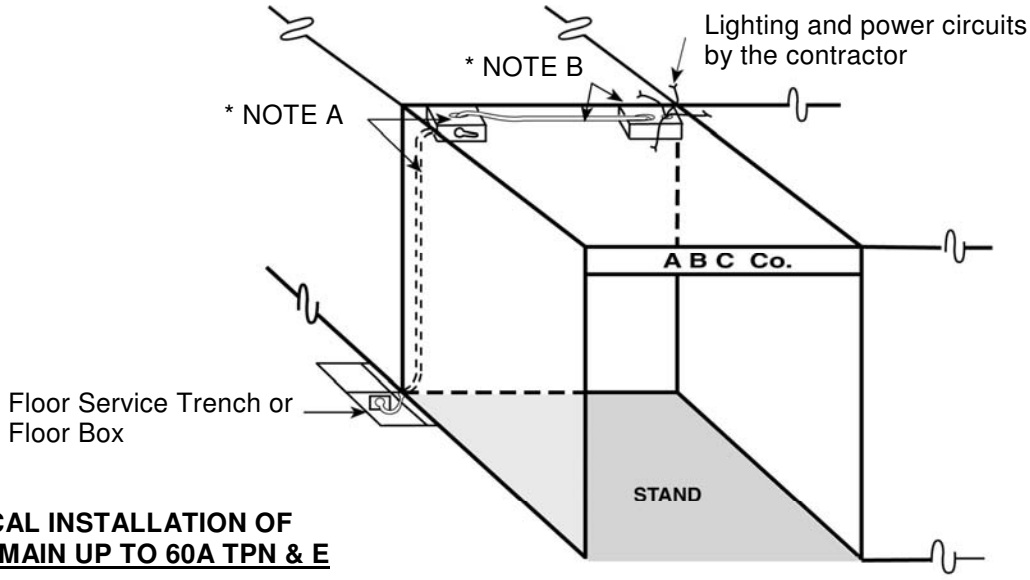
- Leave the HKCEC via the nearest exit (emergency exits marked in green); do not use lifts.
- If you encounter smoke in the stairway, use alternate exits where available.
- Do not attempt to remove vehicles from parking garage or loading docks.
- Follow announcements over the public address system or instructions by HKCEC staff and/or fire/police officials.
- Once outside the HKCEC, stay clear of the HKCEC and Convention Plaza complex; do not return until conditions are declared safe to do so by HKCEC management or fire/police officials.

MEDICAL EMERGENCY

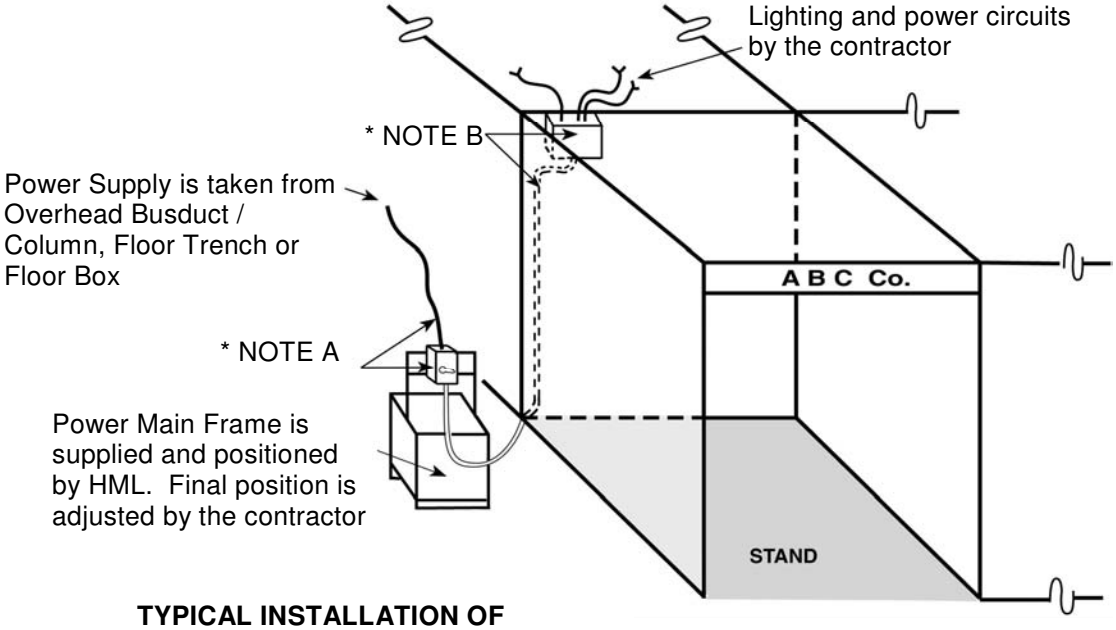
IN CASE OF A MEDICAL EMERGENCY

- Dial emergency number for Security Control Room ("33") from the closest house phone or call 2582 7162 (24 hours).
- Give exact location
- Give detailed information when possible of the situation concerning injuries and the cause of any injuries.
- Remain in contact with HKCEC staff until emergency personnel have arrived.

APPENDIX III Electrical Cable Configuration and Distribution



TYPICAL INSTALLATION OF
POWER MAIN UP TO 60A TPN & E

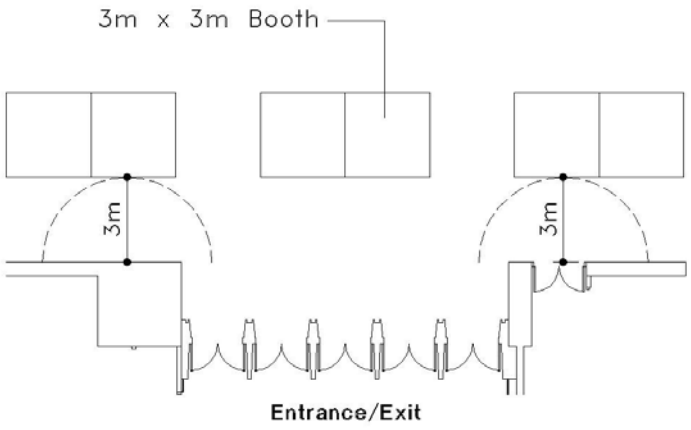

Lighting and power circuits by the contractor
* NOTE B
Power Supply is taken from Overhead Busduct / Column, Floor Trench or Floor Box
A B C Co.
* NOTE A
Power Main Frame is supplied and positioned by HML. Final position is adjusted by the contractor
STAND

TYPICAL INSTALLATION OF
POWER MAIN 100A TPN & E AND ABOVE

*Note A – Regarding HKCEC's power supply main and cables, suitable fuse-rating and cable length are provided for the position as indicated on contractor's electrical plan which must be approved by HML. Final location and protective covering are adjusted and provided by the contractor.

*Note B – Regarding the Official Contractor's Cable and Distribution Boards, the contractor will terminate their cable at HKCEC's main switch and connect to a distribution board.

APPENDIX IV Exhibit for Measurement of Minimum Distance to Door



Note: This minimum distance will increase to be consistent with greater Aisle widths required for certain public or consumer events (please refer to Clause 3.2(g)).

BADGE REGISTRATION AND INFORMATION

Online badge registration will open 11 February and will remain open through the duration of the conference. Exhibitors will be able to make changes, additions, edits to exhibitor and client badges. Badges can be picked up onsite beginning Tuesday, 20 May at 08:00. **Badges will not be mailed in advance**.

Exhibitor Badge Registration Schedule

11 February	Advanced exhibitor and client badge registration opens online
20 May	Exhibitor and client badges can be picked up at exhibition registration

Exhibitor Badge Registration Hours

Tuesday, 20 May	10:00 - 19:00
Wednesday, 21 May	07:30 – 17:00
Thursday, 22 May	08:00 – 17:00
Friday, 23 May	08:00 – 12:00

Types of Badges

- Complimentary Exhibitor Badges
- Complimentary Client Badges
- Paid Exhibitor and Client Badges

Exhibitor Badges

- Allow access into Exhibit Hall during move-in/move-out.
- Allow access into Exhibit Hall one hour prior to show opening and one hour after show closes (Tuesday, Wednesday, Thursday, and Friday).
- Allow access into all education sessions
- One tote bag per company (Primary contact will receive ticket).
- Exhibitor badges are issued to company booth personnel and are designated for those individuals that are representing your company on the exhibit floor.
- Two (2) complimentary exhibitor badges are allotted per 3m x 3m of exhibit space rented.
- Additional exhibitor badges are available for HKD 430 ($55.00 USD) each and need to be paid when they are picked up at on-site registration or by credit card with advance registration.
- Badges will only be printed with the company name listed on the exhibit application.

Client Badges

- Allow access to the Exhibit Hall during exhibition hours only.
- Allow access into education sessions.
- One complimentary client badge per 3m x 3m of exhibit space rented.
- Additional client badges may be purchased for your clients for HKD 820 ($105.00 USD)
- Client badges must be used for clients only. They cannot be used for individuals who work at companies who are represented on the exhibit floor.
- Persons with an exhibitor client badge will **not** receive a conference tote bag.

Lost Badges

- Lost badges may be duplicated for HKD 390 ($50.00 USD) per replacement badge.
- Only one duplicate badge will be made per registrant.

For questions regarding Exhibitor and Guest Badge Registration, please contact:
Pacific World at himssasiapac@pwevent.com

ORDER FORM 1

HIMSS AsiaPac08
20 – 23 May 2008, Hong Kong Convention & Exhibition Centre – Hall 7B

Deadline
17 April 2008

FASCIA NAME

Please indicate below exact Exhibiting Company Name.
(English lettering, max 24 letterings, Additional lettering will be charged at @HK$55.00/lettering)

The following items are provided with a 3m x 3m Standard Shell Frame Package (Option 1): HK $115.00 per square metre

a) Walls : White laminated wall partition
b) Fascia : 370mm (ht) fascia board c/w Company's name and stand number in vinyl sticker
c) Flooring : 9sqm needle punch carpet

The following items are provided with a 3m x 3m Standard Shell Scheme Booth (Option 2): HK $175.00 per square metre

a) Walls : White laminated wall partition
b) Fascia : 370mm (ht) fascia board c/w Company's name and stand number in vinyl sticker
c) Lighting : 2 nos. 40W fluorescent tube
d) Furniture : 1 no. information counter, 2 nos. folding chairs and 1 no. wastepaper basket
e) Electrical : 1 no. 13 Amp / 230V single phase power point (Max. 500W)
f) Flooring : 9sqm needle punch carpet

RENTAL FURNITURE

	Ref.	Description of Furniture		Unit Rate	Qty	Amount
	PF01	Information Counter (1030L x 535W x 750Hmm)	HK$	405.00		
	PF12	White Square Table (700L x 700W x 715Hmm)	HK$	440.00		
	TW27	White Round Table (800mmø x 700mmH)	HK$	525.00		
	EC08	White Folding Chair (460W x 400D x 455SHmm)	HK$	95.00		
	CC05	Black Leather Armchair (570W x 400D x 455SHmm)	HK$	250.00		
	PF03	Lockable Cupboard (1030L x 535W x 750Hmm)	HK$	655.00		
	PF02	Low Glass Showcase (1030L x 535W x 1000Hmm)	HK$	1,250.00		
	PF04	Tall Glass Showcase with 2 nos. of halogen downlights (1030L x 535W x 2170Hmm)	HK$	3,355.00		
*	FS01/ SS01	Shelving (Flat or Slope) / m	HK$	175.00		
*	PN5	Document Display	HK$	720.00		
*	ED02	Folding Door (950W x 2000Hmm)	HK$	660.00		
*	ED01	Swinging Door (950W x 1910Hmm)	HK$	680.00		
*		Single Wall Panel	HK$	500.00		
	EW01	Waste Paper Basket (270L x 240W x 280Hmm)	HK$	50.00		
				30% surcharge for late order or 50% surcharge for on-site order		
				Total Amount:		

NOTE

1. All items are on rental basis.
2. Please read the **Decoration Guide** and **Payment Method** overleaf.
3. Please refer to our furniture catalogue for information.
4. Please indicate on **Location Plan**, the position of items marked with " * " asterisk. Otherwise, they would be installed at Pico's discretion. Any alternation on site will be at the expense of exhibitors.
5. Late order: 30% penalty fee will be charged for any late orders received on/after the deadline (17 April 2008), while orders received on/after 24 April 2008 & on site order will be subject to a 50% surcharge.
6. Cancellation of any orders must be submitted in writing. Cancellation after the deadline is subject to 15% cancellation charge. No cancellation will be accepted on/after 24 April 2008.

Company Name: _____ Stand no: _____
Contact Person: _____ Email Address : _____
Telephone: _____ Fax: _____
Address: _____
Date: _____ Signature: _____

Please return this form to: Please make copy for your reference

PICO IES GROUP LIMITED, Pico Building, 12A Dai Fat Street, Tai Po Industrial Estate, Tai Po, N.T. Hong Kong
Tel: +852-3713 0521/ 3713 0589, Fax: +852-2660 4672/ 2660 6312,
Attn: Ms Karen Cheung / Ms. Wooby Chan
Email: Karen.cheung@hk.pico.com / wooby.chan@hk.pico.com

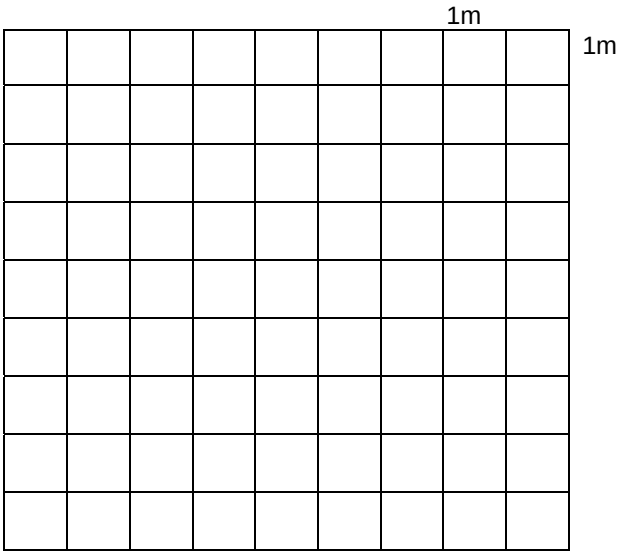
LOCATION PLAN

HIMSS AsiaPac 2008
20 – 23 May 2008, Hong Kong Convention & Exhibition Centre – Hall 7B

Deadline
17 April 2008

Exhibitors are requested to indicate on the plan below the position of all electrical, wall fittings and shelves... etc.

TOP ELEVATION



KEYS:

Fluorescent tube		Longarm spotlight		Flat / Slope shelf	
13Amp socket		Spotlight		Wall panel	

CONDITIONS:

1. All items ordered are on rental basis and exhibitors will therefore have to make good for any damages or losses.
2. Any complaints regarding rental furniture / installation must be lodged the day before the exhibition commence. Otherwise all items are deemed to have received in good order.
3. Exhibitors are requested to mark on the plan above the position of their electrical requirements. We will install at our discretion if we do not receive any instructions before move in. Requests for re-positioning will be subject to have HK$150.00 extra charge.

Company Name: _____ Stand no: _____

Contact Person: _____ Email Address : _____

Telephone: _____ Fax: _____

Address: _____

Date: _____ Signature: _____

Please return this form to: Please make copy for your reference

PICO IES GROUP LIMITED, Pico Building, 12A Dai Fat Street, Tai Po Industrial Estate, Tai Po, N.T. Hong Kong
Tel: +852-3713 0521/ 3713 0589, Fax: +852-2660 4672/ 2660 6312,
Attn: Ms Karen Cheung / Ms. Wooby Chan
Email: Karen.cheung@hk.pico.com / wooby.chan@hk.pico.com

ORDER FORM 2

HIMSS AsiaPac08
20 – 23 May 2008, Hong Kong Convention & Exhibition Centre – Hall 7B

Deadline
17 April 2008

ELECTRICALS

	Ref.	Description		Unit Cost	Qty	Amount
*	SL001	40W Fluorescent Tube (1220mmL)	HK$	550.00		
*	SL006	100W Spotlight	HK$	550.00		
*	SL004	100W Longarm Spotlight	HK$	580.00		
	SL021	300W Floodlight	HK$	1,170.00		
	STAR -FC2	250W HQI Light	HK$	1,330.00		
		50W Halogen Longarm Spotlight	HK$	580.00		
*		13Amp/220V Single Phase Socket (Max. 500W)	HK$	880.00		
*		15Amp/220V Single Phase Socket (Max. 1000W)	HK$	1,280.00		
*		15Amp/380V Three Phase Power Socket (for machine only)	HK$	2,840.00		
*		30Amp/380V Three Phase Power Socket (for machine only)	HK$	5,000.00		
*		24hrs 13Amp/220V Single Phase Socket (Max Power Consumption 500W)	HK$	1,435.00		
*		100W Lighting Connection Point	HK$	440.00		
Remarks:				Sub-Total:		
** No multiplug is allowed to be used.* *All sockets are for machinery operation only, not for lighting.*				30% surcharge for late order or 50% surcharge for on-site order		
				Total Amount:		

NOTE

1. All items are on rental basis.
2. Please read the **Decoration Guide** and **Payment Method** overleaf.
3. Please refer to our furniture catalogue for information.
4. Please indicate on **Location Plan**, the position of items marked with " * " asterisk. Otherwise, they would be installed at Pico's discretion. Any alternation on site will be at the expense of exhibitors.
5. Late order: 30% penalty fee will be charged for any late orders received on/after the deadline (17 April 2008), while orders received on/after 24 April 2008 & on site order will be subject to a 50% surcharge.
6. Cancellation of any orders must be submitted in writing. Cancellation after the deadline is subject to 30% cancellation charge. No cancellation will be accepted on/after 24 April 2008.
7. All electricity power point installed is for machinery use only, not for lighting. If exhibitors or non-official contractors bring their own lighting devices for booth decoration, they must submit all lighting distribution details and pay the lighting connection charges to the Official Contractor. **Exhibitors / Contractor are not allowed to install any additional lighting devices without prior application / notification to the official contractors. Penalty fee will be applied if such situation is found.**
8. Connectors or joints and wiring from the power point to the exhibits/machines are to be provided by exhibitors.
9. One socket/power supply is for one electrical appliance/machine only. No multi-plug is allowed.

Company Name: _____ Stand no: _____

Contact Person: _____ Email Address : _____

Telephone: _____ Fax: _____

Address: _____

Date: _____ Signature: _____

Please return this form to: Please make copy for your reference

PICO IES GROUP LIMITED, Pico Building, 12A Dai Fat Street, Tai Po Industrial Estate, Tai Po, N.T. Hong Kong
Tel: +852-3713 0521/ 3713 0589, Fax: +852-2660 4672/ 2660 6312,
Attn: Ms Karen Cheung / Ms. Wooby Chan
Email: Karen.cheung@hk.pico.com / wooby.chan@hk.pico.com

ORDER FORM 3

HIMSS AsiaPac08
20 – 23 May 2008, Hong Kong Convention & Exhibition Centre –Hall 7B

Deadline
17 April 2008

PLANTS

	Ref.	Description		Unit Cost	Qty	Amount
		Bamboo Palm (about 600mmHt)	HK$	180.00		
		Bamboo Palm (about 1000mmHt)	HK$	265.00		
		Lady Palm (about 1200mmHt)	HK$	470.00		
		Money Plant (about 1000mmHt)	HK$	390.00		
		Traveller's Palm (about 3000mmHt)	HK$	1600.00		
		Bouquet	HK$	620.00		
			30% surcharge for late order or 50% surcharge for on-site order			
			Total Amount:			

NOTE

1. All items are on rental basis.
2. Please read the **Decoration Guide** and **Payment Method** overleaf.
3. Please refer to our furniture catalogue for information.
4. Please indicate on **Location Plan**, the position of items marked with " * " asterisk. Otherwise, they would be installed at Pico's discretion. Any alternation on site will be at the expense of exhibitors.
5. Late order: 30% penalty fee will be charged for any late orders received on/after the deadline (17 April 2008), while orders received on/after 24 April 2008 & on site order will be subject to a 50% surcharge.
6. Cancellation of any orders must be submitted in writing. Cancellation after the deadline is subject to 15% cancellation charge. No cancellation will be accepted on/after 24 April 2008.

Company Name: _____ Stand no: _____

Contact Person: _____ Email Address : _____

Telephone: _____ Fax: _____

Address: _____

Date: _____ Signature: _____

Please return this form to: Please make copy for your reference

PICO IES GROUP LIMITED, Pico Building, 12A Dai Fat Street, Tai Po Industrial Estate, Tai Po, N.T. Hong Kong
Tel: +852-3713 0521/ 3713 0589, Fax: +852-2660 4672/ 2660 6312,
Attn: Ms Karen Cheung / Ms. Wooby Chan
Email: Karen.cheung@hk.pico.com / wooby.chan@hk.pico.com

ORDER FORM 4

HIMSS Asia Pacific 2008
20 – 23 May 2008, Hong Kong Convention & Exhibition Centre –Hall 7B

Deadline
17 April 2008

Computer / Audio-Visual / Office Equipment

	Ref.	Description		Unit Cost	Qty	Amount
		Monitor				
		15" LCD Monitor	HK$	2,500.00		
		17" LCD Monitor	HK$	2,800.00		
		19" LCD Monitor	HK$	3,600.00		
		Projection Screen				
*		2100 ANSI Lumens LCD projector w/ 1.2 lens	HK$	15,000.00		
*		3000 ANSI Lumens LCD projector w/ 2.4 lens	HK$	19,000.00		
*		60" Tripod Screen	HK$	1,000.00		
*		6' x 8' (Front / Rear Screen)	HK$	4,000.00		
*		6' x 9' (Front / Rear Screen)	HK$	5,500.00		
*		8'x 12' (Front / Rear Screen)	HK$	6,500.00		
		TV & PLASMA				
*		29" LCD w/ VCD/DVD player	HK$	11,000.00		
*		42" Plasma w/ VCD/DVD player	HK$	13,000.00		
*		50" Plasma w/ VCD/DVD player	HK$	20,000.00		
		COMPUTER				
		Desktop Computer w/ 15" LCD Monitor	HK$	8,000.00		
		Desktop Computer w/ 17" LCD Monitor	HK$	9,000.00		
		Notebook Computer	HK$	10,000.00		
			30% surcharge for late order or 50% surcharge for on-site order			
			Total Amount:			

NOTE

1. All items are on rental basis.
2. Please read the **Decoration Guide** and **Payment Method** overleaf.
3. Please refer to our furniture catalogue for information.
4. Please indicate on **Location Plan**, the position of items marked with " * " asterisk. Otherwise, they would be installed at Pico's discretion. Any alternation on site will be at the expense of exhibitors.
5. Late order: 30% penalty fee will be charged for any late orders received on/after the deadline (17 April 2008), while orders received on/after 24 April 2008 & on site order will be subject to a 50% surcharge.
6. Cancellation of any orders must be submitted in writing. Cancellation after the deadline is subject to 15% cancellation charge. No cancellation will be accepted on/after 24 April 2008.

Company Name: _____ Stand no: _____

Contact Person: _____ Email Address : _____

Telephone: _____ Fax: _____

Address: _____

Date: _____ Signature: _____

Please return this form to: Please make copy for your reference

PICO IES GROUP LIMITED, Pico Building, 12A Dai Fat Street, Tai Po Industrial Estate, Tai Po, N.T. Hong Kong
Tel: +852-3713 0521/ 3713 0589, Fax: +852-2660 4672/ 2660 6312,
Attn: Ms Karen Cheung / Ms. Wooby Chan
Email: Karen.cheung@hk.pico.com / wooby.chan@hk.pico.com

ORDER FORM 5

HIMSS Asia Pacific 2008
20 – 23 May 2008, Hong Kong Convention & Exhibition Centre –Hall 7B

Deadline
17 April 2008

Hanging Banner

If you would like a hanging banner, please complete the below information and submit it to:

PICO IES GROUP LIMITED, Pico Building, 12A Dai Fat Street, Tai Po Industrial Estate, Tai Po, N.T. Hong Kong
Tel: +852-3713 0521/ 3713 0589, Fax: +852-2660 4672/ 2660 6312,
Attn: Ms Karen Cheung / Ms. Wooby Chan
Email: Karen.cheung@hk.pico.com / wooby.chan@hk.pico.com

Company Name: _____ Stand no: _____

Contact Person: _____ Email Address : _____

Telephone: _____ Fax: _____

Address: _____

Date: _____ Signature: _____

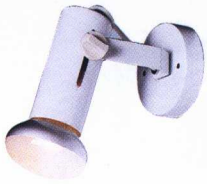
Please state Banner size required in metre (width x height) :

Please make copy for your reference

NOTE

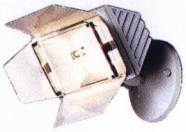
1. All items are on rental basis.
2. Please note that banner should be less than 20kg and materials used must be made from a fire retardant approved
3. Please note that it does not include any advertising fees from organiser
4. Late order: 30% penalty fee will be charged for any late orders received on/after the deadline (17 April 2008), while orders received on/after 24 April 2008 & on site order will be subject to a 50% surcharge.
5. Cancellation of any orders must be submitted in writing. Cancellation after the deadline is subject to 15% cancellation charge. No cancellation will be accepted on/after 24 April 2008.

PICO IES GROUP LIMITED, Pico Building, 12A Dai Fat Street, Tai Po Industrial Estate, Tai Po, N.T. Hong Kong
Tel: +852-3713 0521/ 3713 0589, Fax: +852-2660 4672/ 2660 6312,
Attn: Ms Karen Cheung / Ms. Wooby Chan
Email: Karen.cheung@hk.pico.com / wooby.chan@hk.pico.com



Spotlight SL-006
100 Watt

Halogen Spotlight SH-018
50 Watt

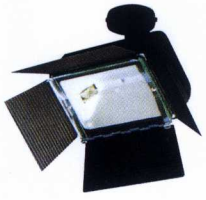


Halogen Floodlight SL-023
200 Watt

Floodlight SL-021
300 Watt

Halogen Arm SH-019
50 Watt

Halogen Spotlight CT-SP221
50 Watt



Halogen Floodlight LG-0794
300 Watt

Halogen Floodlight FD-R75
150 Watt

Long Arm Spotlight SL-004
100 Watt

HQI Light STAR-FC2
250 Watt

Halogen Eyeball Downlight SRA-200
50 Watt

Halogen Downlight SR-205
50 Watt

40W Fluorescent Tube SL-001
(1.2 m)

Wheeled Coat Hanger ES-08

Black Coat Hanger AN-24

Water Dispenser AC-16

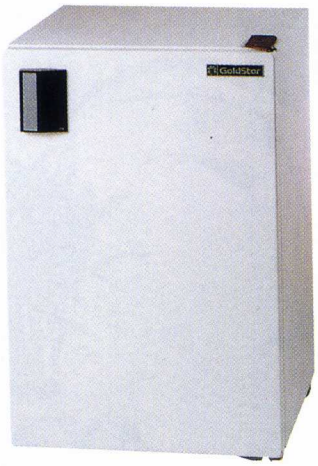
Coffee Bar AC-07

Refrigerator EE-02
500L X 522W X 1210H mm
(140 litre)

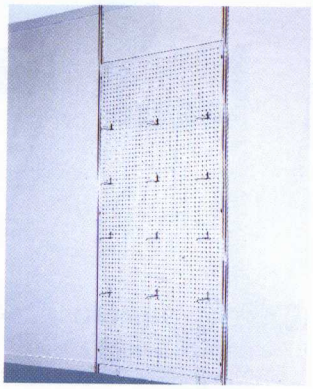
Belt Barricade AN-22

Wastepaper Basket EW-01
270L X 240W X 280H mm

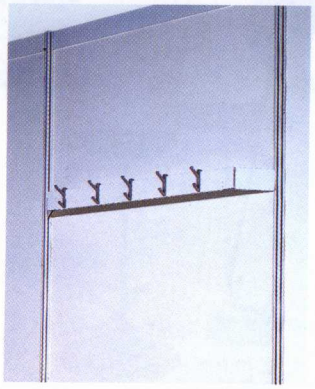
Ashtray EA-01
75ø X 20H mm



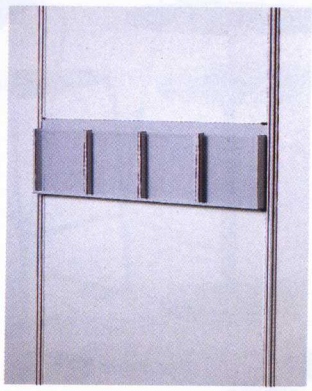
Refrigerator EE-01
460L X 440W X 690H mm
(90 litre)



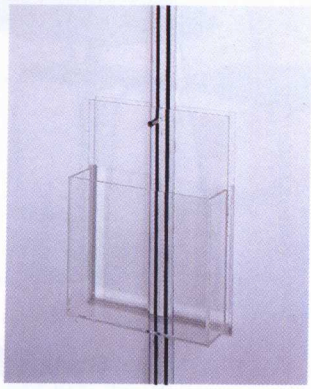
Pegboard PB-20
(with 10 hooks)
950W X 2180H mm



R8 Coat Hanger ES-09

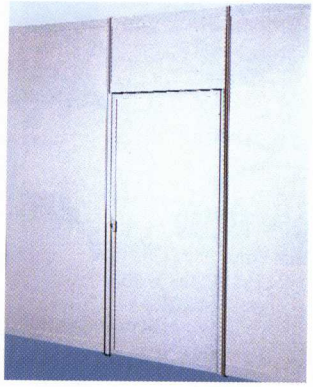


Catalogue Holder CH-02
(metal)
970L X 50D X 280H mm

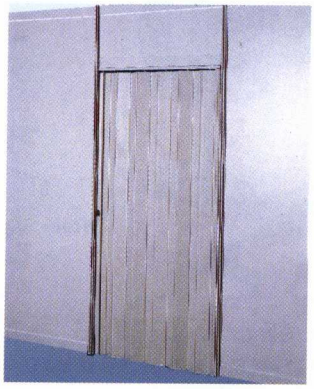


A4 Catalogue Holder CH-01
(acrylic)
235L X 50D X 300H mm

Sloped Shelf SS-01 or
Flat Shelf FS-01
1000L X 300W mm

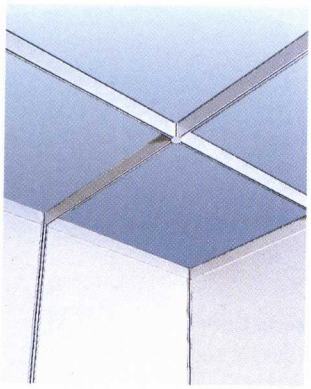


Lockable Door ED-01
950W X 1910H mm

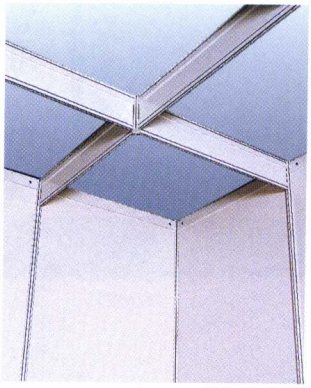


Folding Door ED-02
950W X 2000H mm

Curtain ED-03
950W X 2000H mm



System Ceiling Beam SC-01
1000L X 1000W X 70H mm



System Ceiling Grid SC-02
1000L X 1000W X 175H mm

Metal Ceiling Panel SC-03
(perforated)
1000L X 1000W

SELECT RENTALS

www.pico.com
corpinfo@picoworld.com

For order & enquiries, please contact :

PICO Hong Kong
Pico House, 4 Dai Fu Street,
Tai Po Industrial Estate,
New Territories, Hong Kong SAR
Tel: (852) 2660 0990
hkginfo@picoworld.com

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Bar Stool RS-01
520W X 460D X 980H (750SH) mm
Grey/Black

Bar Table LT-01
700 ø X 1150H mm
Black

Harry's Bar Stool UN-01
640H to 840H mm
Adjustable

Space High Table TO-13
50ø X 1000H mm

Black Bar Stool UN-03
White Bar Stool UW-02
800H mm

Folding Chair EC-08
460W X 400D X 455SH mm
White

Bar Stool ES-05
320ø W X 750SH (with backrest) mm
Black

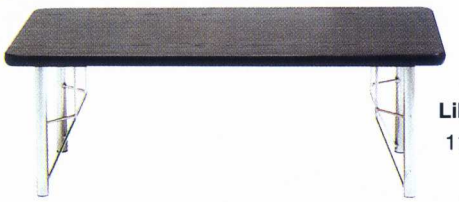
White Star Table TW-27
80 ø X 750H mm

Swivel Chair RC-01
450W X 430D X 850H (500SH) mm
Black

Swivel Armchair RC-02
650W X 410D X 1000H (500SH) mm
Black

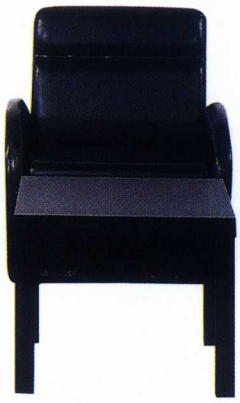
Le Corbusier Sofa HN-02
1250W X 650D X 540H mm

Le Corbusier Armchair HN-03
675W X 650D X 540H mm



Liberte Coffee Table TN-21
1100W X 600D X 450H mm

Black Passy Sofa HN-10



Coffee Table ET-15
600L X 600W X 480H mm
Black

Sofa PU-05
630W X 720D X 850H (320SH) mm
Black

Landscape
about 300 X 1000 mm

Landscape
about 500 X 1800 mm

Landscape
about 750 X 3000 mm

Lady Palm
about 1200 mm

Windmill Palm
about 3000 mm

Date Palm
about 1800 mm

Gold Capella
about 1000 mm

Ficus Benjamina
about 1200 mm

Bamboo Palm
about 1000 mm

Corn Tree
about 1000 mm

Money Plant
about 1000 mm

Dumb Canes
about 300 mm

Asparagus Fern
about 300 mm

Codiaeum
about 300 mm

Traveller's Palm
about 3000 mm

Margined Dracaena
about 1000 mm

Croton
about 1000 mm

Bouquet

Dieffenbachia Marianne
about 300 mm

Boston Fern
about 300 mm

Money Plant
about 300 mm

TW16

White Square Table
75 x 75 x 71cm(H)

TO22

Brummel Square Table
75 x 75 x 78cm(H)

TO23

Brummel Round Table
Ø80 x 78cm(H)

TN24

Barbey Black Table
Ø80 x 78cm(H)

TW5

Evaslon Table
Ø80 x 78cm(H)

TO26

Mister Table
Ø80 x 78cm(H)

TB33

Blue - M Table
Ø80 x 73cm(H)

TR36

Orange - M Table
Ø80 x 73cm(H)

TJ34

Yellow - M Table
Ø80 x 73cm(H)

TV35

Green - M Table
Ø80 x 73cm(H)

TN50

Black - M Table
Ø50 x 73cm(H)

TO37

Wooden - M Table
60 x 60 x 73cm(H)

TB06

Absinthe Table
Ø80 x 75cm(H)

TD02

Goyave Table
Ø80 x 75cm(H)

TN1

Black Louxor Table
Ø80 x 72cm(H)

TZ02

Kheops Table
75 x 75 x 72cm(H)

TZ01

Karnale Table
Ø80 x 72cm(H)

TO29

Wooden Star Table
Ø70 x 74cm(H)

TB08

Isara Table
Ø70 x 75cm(H)

TP01

Coste Table
Ø70 x 75cm(H)

TT01

Domino Transparent Table
Ø60 x 73cm(H)

TN2

Black Tripod Table
Ø80 x 73cm(H)

TO3

Wooden Tripod Table
Ø80 x 73cm(H)

TW4

White Tripod Table
Ø80 x 73cm(H)

TW27

White Star Table
Ø80 x 78cm(H)

TO9

Café Table
Ø50 x 75cm(H)

TS01

Coco Table
Ø60 x 73cm(H)

TW17

Lordy Table
Ø50 x 100cm(H)

TO13

Spacd High Table
Ø60 x 100cm(H)

TN14

Black Space High Table
Ø60 x 100cm(H)

TG01

Wooden Sphere Table
Ø60 x 101cm(H)

TN02

Black Sphere Table
Ø60 x 101cm(H)

TS29

Cyber Bar Table
Ø60 x 113cm(H)

TN29

Arletty Bar Table
Ø60 x 113cm(H)

TO32

Snack Bar Table
Ø60 x 113cm(H)

TN28

Alice Lounge Table
Ø70 x 70-120cm (adjustable)

Accessories

PN1

Black Brinks Counter
110 x 40 x 108cm(H)

PO2

Wooden Brinks Counter
110 x 40 x 108cm(H)

PE01

American Bar Counter
130 x 51 x 109cm(H)

RO1

Brummel Cabinet
90 x 44 x 90cm(H)

RN2

Black Cabinet
90 x 44 x 90cm(H)

RN3

Black Drawer Block
40 x 45 x 58cm(H)

RO4

Brummel Drawer Block
40 x 45 x 58cm(H)

VN1

Beaubourg Window Display
100 x 40 x 186cm(H)

VN2

Rodin Window Display
50 x 40 x 186cm(H)

VN3

Grevin Window Display
75 x 40 x 90cm(H)

PGO852

Barclays Counter
52 x 52 x 113cm(H)

AZ18

Mirror
40 x 50 x 58cm(H)

AW6

Poster Stand
60 x 180cm(H)

AN24

Black Coat Hanger
162cm(H)

AC3

Coat Rack
151cm(H)

AC4 • AN5

• Clothes Rack
150 x 56 x 154cm(H)
• Hanger

AW8

Sandemar Light
161cm(H)

AN12

Halogen Light
180cm(H)

AO11

Alto Light

AG10

Saxo Lamp
27-38cm

PC4

Habitat Shelves
86 x 40 x 177cm(H)

PN3

Tendance Shelves
85 x 70 x 179cm(H)

PW6

Presentoir Rack
32 x 56 x 138cm(H)

PN5

Documents Display
28 x 25 x 121cm(H)

AG20

Computer Stand
40 x 50 x 147cm(H)

AN22

Belt Barricade

AN6 • AN7

• Paper Basket
• Ashtray

AN8

Ashtray Bin
60cm(H)

AZ22ES

Coffee Machine
with 200 Espresso Doses

AW1 • AW2

140L Refrigerator
240L Refrigerator

HW19

Sado Bench
122 x 41 x 43cm(H)

FO50

Garden Bench
128 x 50 x 72cm(H)

Sets

EW9

Morito Set

ER5

Cuba Set

EN19

Salsa Set

EB4

Bora Set

EN7

Black Bar Set

EE1

Sahara Bar Set

EW2

White Bar Set

EN17

Daikiri Set

EN9

Cocktail Set

ETS3

Concorde Set

EJ2

Mermoz Set

EO1

The Ritz Set

ET5

Domino Set

EV1

Perotin Set

EJ1

Nace Set

EN6

Koln Set

EN10

Black Coffee Set

ER2

Togni Set

E12

Brick Discussion Set

EW4

White Hollywood Set

EO3

Café Set

EW5

Snow Coffee Set

EG3

Hyatt Set

EN15

Libre Set

EV2

Farman Set

EWR2

Blanc Set

EW10

White Klappsta Set

ER7

Red Klappsta Set

EN3

Carlton Set

EN12

Collao Set

ETS1

Coca Set

EW12

Caesar Set

EO7

Lessie - M Set

EO13

Mamounia Set

EN18

Hermitage Set

EW11

Pierre Set

EO9

Wooden - M Set

EO8

Breeze - M Set

EB3

Blue - M Set

ER3

Red - M Set

ER6

Riviera Set

ER1

Lyon Set

EN2

The Negresco Set

EO12

Gama Set

EO2

Cedex Set

EW8

White Rondo Set

EO15

Galles Set

EN20

Hilton Set

Meeting Chair MC-17
500W X 560D X 800H (430SH) mm
Black with chrome leg

Meeting Table MT-11
800ø X 750H mm
White with chrome leg

Meeting Chair MC-16
460W X 490D X 790H (480SH) mm
Black with chrome leg

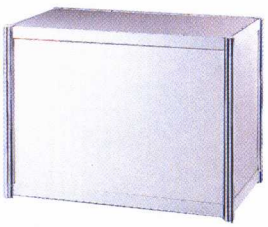
Meeting Table MT-09
700ø X 750H mm
Black

Conference Chair CC-05
560W X 560D X 790H (470SH) mm
Black/Grey/White with chrome leg

Conference Table CT-04
1500L X 800W X 750H mm
Black/White

Conference Chair CC-04
560W X 560D X 790H (470SH) mm
Black/Grey/White with chrome leg

Conference Table CT-06
1500L X 800W X 750H mm
Black top with chrome leg



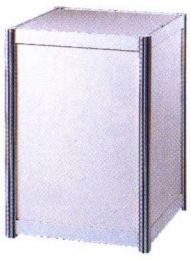
Information Counter PF-01
1030L X 535W X 750H mm
White

Low Glass Showcase PF-02
1030L X 535W X 1000H mm
White

Lockable Cupborad PF-03
1030L X 535W X 750H mm
White

Tall Glass Showcase PF-04
1030L X 535W X 2170H mm
White

Wash Basin PF-05
1030L X 535W X 1030H mm
White

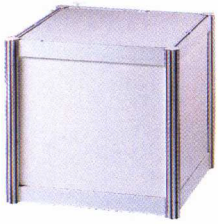


Tall Display Cube PF-07
535L X 535W X 750H mm
White

Meeting Table PF-10
1525L X 770W X 750H mm
White

Square Coffee Table PF-11
600L X 600W X 450H mm
White

Square Table PF-12
700L X 700W X 715H mm
White



Low Display Cube PF-08
535L X 535W X 500H mm
White

TV-Video Stand PF-13
740L X 530W X 1000H mm
White

FURNITURE RENTAL

Chair

CB12

Blue Coque Chair
46 x 35 x 76cm(H)

CO7

Marly Wooden Chair
43 x 45 x 83cm(H)

CSO2

Coco Chair
46 x 53 x 83cm(H)

CTO2

Domino Transparent Chair
44 x 53 x 79cm(H)

CBO2

Blue Island Chair
47 x 50 x 82cm(H)

CRO2

Red Maui Chair
47 x 56 x 82cm(H)

CO1

Brummel Chair
41 x 49 x 83cm(H)

CO12

Jacobsen Chair
46 x 48 x 78cm(H)

CO2

Lessie Chair
41 x 54 x 84cm(H)

CN16

Patricia Meeting Chair
47 x 55 x 77cm(H)

CE8

Lawrence Chair
50 x 49 x 82cm(H)

CW8

White Lawrence Chair
50 x 49 x 82cm(H)

CN8

Black Lawrence Chair
50 x 49 x 82cm(H)

CN4

Black Pigalle Chair
41 x 52 x 80cm(H)

CN3

Black Dr Glob Chair
48 x 45 x 72cm(H)

CN9

Europa Chair
41 x 46 x 79cm(H)

CN2

Black Madeleine Chair
45 x 53 x 84cm(H)

CW2

White Madeleine Chair
45 x 53 x 84cm(H)

FW24

Garden Armchair
55 x 48 x 79cm(H)

CW14

White Folding Chair
46 x 48 x 79cm(H)

CW7

Bagatelle Folding Chair
42 x 46 x 78cm(H)

CN10

Black Dactylo Chair
57 x 57 x 40-50cm (adjustable)

CG17

Grey Dactylo Chair
53 x 53 x 40-50cm (adjustable)

FG21

Grey Dactylo Armchair
57 x 57 x 45-55cm (adjustable)

FN8

Black Manager Armchair
67 x 67 x 45-55cm (adjustable)

FN7

Black Chairman Armchair
67 x 67 x 40-50cm (adjustable)

FV13

Green Gogo Armchair
59 x 52 x 85cm(H)

FJ14

Yellow Gogo Armchair
59 x 52 x 85cm(H)

FN12

Black Hollywood Armchair
49 x 47 x 85cm(H)

FW6

White Hollywood Armchair
49 x 47 x 85cm(H)

FN4

Black Master Armchair
56 x 54 x 80cm(H)

FE2

Master Armchair
56 x 54 x 80cm(H)

FN1

Black Breeze Armchair
56 x 50 x 79cm(H)

FI9

Brick Breeze Armchair
56 x 50 x 79cm(H)

Stool

FN19

Black Classical Armchair
56 x 57 x 80cm(H)

FO43

Breeze -M Chair
56 x 59 x 74cm(H)

FO42

Wooden -M Chair
56 x 59 x 74cm(H)

FB40

Blue - M Chair
56 x 59 x 74cm(H)

FR41

Red - M Chair
56 x 59 x 74cm(H)

CO6

Café Chair
39 x 44 x 77cm(H)

UW15

White Forby Stool
Ø30 x 45cm(H)

UN10

Serene Bar Stool
47 x 55 x 73cm(H)

UJ1

Yeti Bar Stool
48 x 49 x 106cm(H)

UT14

Transparent Bar Stool
50 x 49 x 100cm(H)

UO6

Bistrot High Stool
Ø35 x 81cm(H)

UN1

Harry's Bar Stool
Ø44 x 65-80cm (adjustable)

UN11

Reception Bar Stool
Ø47 x 60-80cm (adjustable)

UN12

Rolling Bar Stool
Ø35 x 59-76cm (adjustable)

UN5

Black Hostess Stool
Ø57 x 65-85cm (adjustable)

UB3

Cinderella Bar Stool
Ø40 x 80cm(H)

UN3

Black Bar Stool
Ø40 x 80cm(H)

UW2

White Bar Stool
Ø40 x 80cm(H)

UE4

Sahara Bar Stool
Ø40 x 80cm(H)

UV5

Green Bar Stool
Ø40 x 80cm(H)

UR6

Red Bar Stool
Ø40 x 80cm(H)

UB2

Blue Bar Stool
Ø40 x 80cm(H)

UW8-N

White-N Low Tulipe Stool
Ø38 x 47cm(H)

UW8

White Low Tulipe Stool
Ø38 x 47cm(H)

UW8-E

White-E Low Tulipe Stool
Ø38 x 47cm(H)

UW8-V

White-V Low Tulipe Stool
Ø38 x 47cm(H)

UW8-R

White-R Low Tulipe Stool
Ø38 x 47cm(H)

UN7-R

Black-R Low Tulipe Stool
Ø38 x 47cm(H)

UN7

Black Low Tulipe Stool
Ø38 x 47cm(H)

UN7-W

Black-W Low Tulipe Stool
Ø38 x 47cm(H)

UN7-E

Black-E Low Tulipe Stool
Ø38 x 47cm(H)

UN7-V

Black-V Low Tulipe Stool
Ø38 x 47cm(H)

UR8

Red Knoppe Stool
Ø48 x 39cm(H)

UW6

White Knoppe Stool
Ø48 x 39cm(H)

UB9

Ocean Stool
Ø55 x 45-55cm (adjustable)

UB6

Blue Bombo Stool
Ø44 x 50-60cm (adjustable)

UW45

White Bombo Stool
Ø44 x 50-60cm (adjustable)

US45

Sliver Bombo Stool
Ø44 x 50-60cm (adjustable)

UN45

Black Bombo Stool
Ø44 x 50-60cm (adjustable)

UT9

Low Bubu Stool
Ø32 x 44cm(H)

Sofa

FW18

White Bastille Armchair
60 x 61 x 71cm(H)

FE11

Sahara Bastille Armchair
60 x 61 x 71cm(H)

FR14

Red Bastille Armchair
60 x 61 x 71cm(H)

FN3

Black Bastille Armchair
60 x 61 x 71cm(H)

HG11

Ingrid Sofa
53 x 66 x 91cm(H)

HV13

Island Sofa
48 x 55 x 95cm(H)

HV22

Maogan Sofa
64 x 67 x 90cm(H)

HG12

Bergen Sofa
80 x 80 x 80cm(H)

HN5

Black Auteuil Sofa
60 x 70 x 88cm(H)

HN7

World Bank Sofa
85 x 81 x 75cm(H)

HW4

2 Seater Snow Sofa
122 x 77 x 76cm(H)

HW2

Snow Sofa
68 x 77 x 78cm(H)

HR1

Red Sofa Seater
82 x 72 x 78cm(H)

HBO3

Blue Sofa Seater
82 x 72 x 78cm(H)

HW9

White Klappsta Sofa
74 x 78 x 74cm(H)

HR3

Red Klappsta Sofa
74 x 70 x 74cm(H)

HRS6

Manhattan Sofa
76 x 70 x 66cm(H)

HRD7

Manhattan D Sofa
131 x 70 x 66cm(H)

HOS6

Maso Sofa
76 x 70 x 66cm(H)

HOD7

Maso D Sofa
131 x 70 x 66cm(H)

HW8

White House Sofa
175 x 84 x 67cm(H)

HWS6

Mambo Sofa
76 x 70 x 66cm(H)

HWD7

Mambo D Sofa
131 x 70 x 66cm(H)

HN3

Le Corbusier Armchair
76 x 70 x 66cm(H)

HN2

Le Corbusier Sofa
131 x 70 x 66cm(H)

HB9

Blue House Sofa
175 x 84 x 67cm(H)

HW20

White Canape Sofa
158 x 68 x 67cm(H)

HW5

White Box Sofa
72 x 64 x 66cm(H)

HN20

Black Canape Sofa
158 x 68 x 67cm(H)

HN12

Anapa Sofa
72 x 64 x 66cm(H)

HO20

Sahara Canape Sofa
158 x 68 x 67cm(H)

HO5

Sahara Box Sofa
72 x 64 x 66cm(H)

Table

TN25

Amsterdam Coffee Table
55 x 55 x 46cm(H)

TN27

Oki Coffee Table
55 x 55 x 45cm(H)

TN26

Black Coffee Table
60 x 60 x 49cm(H)

TR05

Blanc Coffee Table
61 x 61 x 53cm(H)

TR3

Red Lack Coffee Table
55 x 55 x 45cm(H)

TW18

White Lack Coffee Table
55 x 55 x 45cm(H)

TW22

White Klubbo Coffee Table
50 x 50 x 50cm(H)

TO20

Wooden Chaillot Coffee Table
Ø60 x 41cm(H)

TW21

White Chaillot Coffee Table
Ø50 x 41cm(H)

TN18

Black Chaillot Coffee Table
Ø60 x 41cm(H)

TZ11

Jalan Coffee Table
Ø60 x 42cm(H)

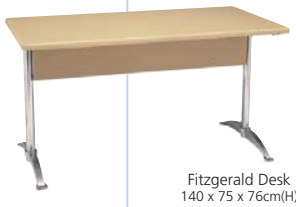
TN11

Black Rotterdam Coffee Table
Ø60 x 42cm(H)

DN1

Black Miller Desk
141 x 76 x 75cm(H)

DO2



Fitzgerald Desk
140 x 75 x 76cm(H)

TW10

Garden Table
Ø102 x 80cm(H)

TW8

Folding Table 180 x 70
180 x 70 x 76cm(H)

TW7

Folding Table 130 x 70
130 x 70 x 76cm(H)

TO4

Wooden Registration Table
125 x 71 x 99cm(H)

TO6

Sahara Table
125 x 71 x 74cm(H)

TO8

Beli Table
108 x 65 x 74cm(H)

TO10

Sahara Coffee Table
108 x 65 x 50cm(H)

TN3

Black Registration Table
125 x 71 x 99cm(H)

TN5

Hermes Table
125 x 71 x 74cm(H)

TN7

Nali Table
108 x 65 x 74cm(H)

TN21

Liberte Coffee Table
110 x 60 x 46cm(H)

TT15

Glass Conference Table
200 x 88 x 72cm(H)

TW16

White Square Table
75 x 75 x 71cm(H)

TO22

Brummel Square Table
75 x 75 x 78cm(H)

TO23

Brummel Round Table
Ø80 x 78cm(H)

TN24

Barbey Black Table
Ø80 x 78cm(H)

TW5

Evaslon Table
Ø80 x 78cm(H)

TO26

Mister Table
Ø80 x 78cm(H)

TB33

Blue - M Table
Ø80 x 73cm(H)

TR36

Orange - M Table
Ø80 x 73cm(H)

TJ34

Yellow - M Table
Ø80 x 73cm(H)

TV35

Green - M Table
Ø80 x 73cm(H)

TN50

Black - M Table
Ø50 x 73cm(H)

TO37

Wooden - M Table
60 x 60 x 73cm(H)

TB06

Absinthe Table
Ø80 x 75cm(H)

TD02

Goyave Table
Ø80 x 75cm(H)

TN1

Black Louxor Table
Ø80 x 72cm(H)

TZ02

Kheops Table
75 x 75 x 72cm(H)

TZ01

Karnale Table
Ø80 x 72cm(H)

TO29

Wooden Star Table
Ø70 x 74cm(H)

TB08

Isara Table
Ø70 x 75cm(H)

TP01

Coste Table
Ø70 x 75cm(H)

TT01

Domino Transparent Table
Ø60 x 73cm(H)

TN2

Black Tripod Table
Ø80 x 73cm(H)

TO3

Wooden Tripod Table
Ø80 x 73cm(H)

TW4

White Tripod Table
Ø80 x 73cm(H)

TW27

White Star Table
Ø80 x 78cm(H)

TO9

Café Table
Ø50 x 75cm(H)

TS01

Coco Table
Ø60 x 73cm(H)

TW17

Lordy Table
Ø50 x 100cm(H)

TO13

Spacd High Table
Ø60 x 100cm(H)

TN14

Black Space High Table
Ø60 x 100cm(H)

TG01

Wooden Sphere Table
Ø60 x 101cm(H)

TN02

Black Sphere Table
Ø60 x 101cm(H)

TS29

Cyber Bar Table
Ø60 x 113cm(H)

TN29

Arletty Bar Table
Ø60 x 113cm(H)

TO32

Snack Bar Table
Ø60 x 113cm(H)

TN28

Alice Lounge Table
Ø70 x 70-120cm (adjustable)

Accessories

PN1

Black Brinks Counter
110 x 40 x 108cm(H)

PO2

Wooden Brinks Counter
110 x 40 x 108cm(H)

PE01

American Bar Counter
130 x 51 x 109cm(H)

RO1

Brummel Cabinet
90 x 44 x 90cm(H)

RN2

Black Cabinet
90 x 44 x 90cm(H)

RN3

Black Drawer Block
40 x 45 x 58cm(H)

RO4

Brummel Drawer Block
40 x 45 x 58cm(H)

VN1

Beaubourg Window Display
100 x 40 x 186cm(H)

VN2

Rodin Window Display
50 x 40 x 186cm(H)

VN3

Grevin Window Display
75 x 40 x 90cm(H)

PGO852

Barclays Counter
52 x 52 x 113cm(H)

AZ18

Mirror
40 x 50 x 58cm(H)

AW6

Poster Stand
60 x 180cm(H)

AN24

Black Coat Hanger
162cm(H)

AC3

Coat Rack
151cm(H)

AC4 • AN5

• Clothes Rack
150 x 56 x 154cm(H)
• Hanger

AW8

Sandemar Light
161cm(H)

AN12

Halogen Light
180cm(H)

AO11

Alto Light

AG10

Saxo Lamp
27-38cm

PC4

Habitat Shelves
86 x 40 x 177cm(H)

PN3

Tendance Shelves
85 x 70 x 179cm(H)

PW6

Presentoir Rack
32 x 56 x 138cm(H)

PN5

Documents Display
28 x 25 x 121cm(H)

AG20

Computer Stand
40 x 50 x 147cm(H)

AN22

Belt Barricade

AN6 • AN7

• Paper Basket
• Ashtray

AN8

Ashtray Bin
60cm(H)

AZ22ES

Coffee Machine
with 200 Espresso Doses

AW1 • AW2

140L Refrigerator
240L Refrigerator

HW19

Sado Bench
122 x 41 x 43cm(H)

FO50

Garden Bench
128 x 50 x 72cm(H)

Sets

EW9

Morito Set

ER5

Cuba Set

EN19

Salsa Set

EB4

Bora Set

EN7

Black Bar Set

EE1

Sahara Bar Set

EW2

White Bar Set

EN17

Daikiri Set

EN9

Cocktail Set

ETS3

Concorde Set

EJ2

Mermoz Set

EO1

The Ritz Set

ET5

Domino Set

EV1

Perotin Set

EJ1

Nace Set

EN6

Koln Set

EN10

Black Coffee Set

ER2

Togni Set

E12

Brick Discussion Set

EW4

White Hollywood Set

EO3

Café Set

EW5

Snow Coffee Set

EG3

Hyatt Set

EN15

Libre Set

EV2

Farman Set

EWR2

Blanc Set

EW10

White Klappsta Set

ER7

Red Klappsta Set

EN3

Carlton Set

EN12

Collao Set

ETS1

Coca Set

EW12

Caesar Set

EO7

Lessie - M Set

EO13

Mamounia Set

EN18

Hermitage Set

EW11

Pierre Set

EO9

Wooden - M Set

EO8

Breeze - M Set

EB3

Blue - M Set

ER3

Red - M Set

ER6

Riviera Set

ER1

Lyon Set

EN2

The Negresco Set

EO12

Gama Set

EO2

Cedex Set

EW8

White Rondo Set

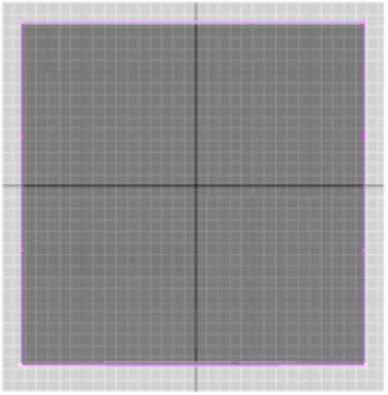
EO15

Galles Set

EN20

Hilton Set

Booth size:
3m by 3m by 2. 4m ht



Plan View

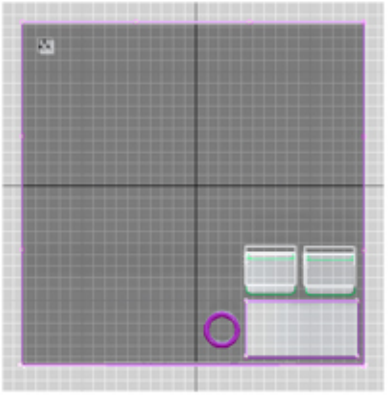
Perspective View

HIMSS
HEALTHCARE INFORMATION AND MANAGEMENT SYSTEMS SOCIETY

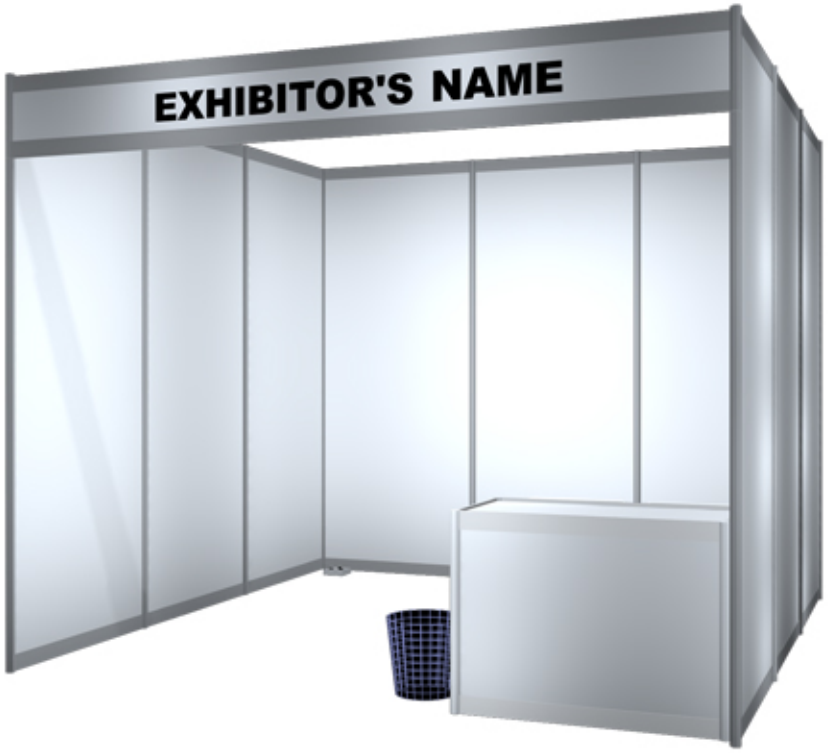
STANDARD SHELL FRAME PACKAGE

Booth size:
3m by 3m by 2. 4m ht

Stand Package:
Information Counter 1no.
Folding chair 2nos.
Fluorescent light 1 no
Waste paper basket 1no.
Powerpoint 1 no.



Plan View



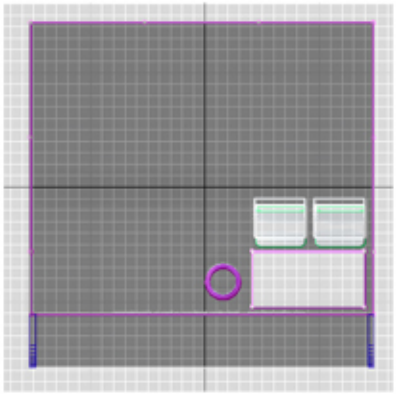
Perspective View

HIMSS
HEALTHCARE INFORMATION AND MANAGEMENT SYSTEMS SOCIETY

SYSTEM BOOTH DESIGN OPTION 1

Booth size:
3m by 3m by 2. 4m ht

Stand Package:
Information Counter 1no.
Folding chair 2nos.
Fluorescent light 1 no
Waste paper basket 1no.
Powerpoint 1 no.



Plan View

Perspective View

HIMSS
HEALTHCARE INFORMATION AND MANAGEMENT SYSTEMS SOCIETY

SYSTEM BOOTH DESIGN OPTION 2

香港會議展覽中心
Hong Kong Convention and Exhibition Centre

3A

TELEPHONE, FACSIMILE, CABLING, DATA AND BROADBAND INTERNET SERVICES - ORDER FORM
(Rates Effective Through December 2008)

Event Name: HIMSS Asia Pacific Conference and Exhibition 2008
Move In: 19-20 May 08 Open Period : 21-23 May 08 Move Out : 23 May 08
Venue/Booth No H7 & MR400s
Deadline: 28 Apr 08 (21 days before 1st day of Licensed Period)

(For office use)
EVENT ID: 15579
LOG NO:

1.	Telephone	Quantity	HK$ per Event	Deposit HK$ Per Line	Total HK$
a	Telephone (Local calls only) through the HKCEC's PABX system		800	--	
b	Telephone (Local and IDD calls) through the HKCEC's PABX system		1,000	2,500	

2.	Facsimile	Quantity	HK$ per Event	Deposit HK$ Per Line	Total HK$
a	Local Facsimile Transmission line through the HKCEC's PABX system (Facsimile machine excluded)		800	--	
b	IDD Facsimile Transmission line through the HKCEC's PABX system (Facsimile machine excluded)		1,000	2,500	

3.	Cabling	Quantity	HK$ per Event	Deposit HK$ Per Line	Total HK$
a	Direct Dial-up Credit Authorisation line (Card machine and bank account excluded)		1,000	--	
b	EPS line (Card machine and EPS account excluded)		1,000	--	
c	Fibre Optic link between 2 venues relatively adjacent to one another (Multi mode, single mode and SC type connector)		1,750	--	

4.	Data Lines	Quantity	HK$ per Event	Deposit HK$ Per Line	Total HK$
a	Direct Dial-up modem line - V.34 Standard local only (modem and ISP excluded)		1,000	--	
b	ISDN line (S/T-interface; 64K bps x 2 channels) for local transmission (ISDN account, modem, terminal adaptor, ISP and air time charges excluded)		2,500	--	
c	ISDN line (S/T-interface; 64K bps x 2 channels) for overseas transmission (ISDN account, modem, terminal adaptor, ISP and air time charges excluded)		2,500	5,000	
d	Centre internal wiring for Private Circuit (2 telephone wires for voice and/or data communication)		650	--	

5.	Broadband	Quantity	HK$ per 4-day Period	Deposit HK$ Per Line	Total HK$
	Broadband Internet Service (2M bps) (Rate includes 4 consecutive days of use following day of installation)		1,600	4,000	

Total without adjustment	
Late order surcharge 15%	
Site order surcharge 30%	
Total Amount	

REMARKS:

a. Call charges are excluded for telephones with IDD service, overseas facsimile transactions and data communication calls. All IDD call charges plus a handling fee (minimum $20 per call) will be deducted from the deposit paid, or any excess will be settled by User before the close of the event.

b. 24-hour power supply normally required for facsimile machine should be ordered separately for exhibition events.

c. A charge of HK$ 600 per set will apply for lost and/or damaged telephone sets.

(Continued on next page)

香港會議展覽中心
Hong Kong Convention and Exhibition Centre

3A

(Continued from previous page)

REMARKS:

d. One 2M broadband line supports 1 computer only.

e. A charge of HK$4,000 per set will apply for lost and/or damaged Interface Modem and/or power adaptor.

f. Use of Broadband Internet Service (2M bps) for additional days will be charged at HK$400 per day.

g. If a User requires that its computer be tested before use, a minimum notice of 1.5 hours must be given to technician prior to the beginning of the event.

h. The tested computer must be IBM compatible computers ONLY with the following system requirements:
   - Pentium II 400 Mhz or above
   - 10/100M Ethenet LAN Card
   - 64MB RAM or above
   - 100MB or above of free hard disk space
   - CD-ROM drive
   - OS MS, Windows 2000 or Windows XP
   - Internet Browser (Internet Explorer 5.0 or Netscape 4.7 (or newer versions of either))
   - "Gateway" and "IP Address" parameters in Network setting of users' PC which may be deleted if required.

i. The minimum lead time to order additional broadband lines is 2 weeks.

j. For all telecom services, HML shall be under no liability for any loss or damage, whether direct, indirect or consequential which the User may suffer by reasons of equipment failure or defects, or any causes beyond the direct control of the Centre.

k. Please see reverse side for General Notes and Conditions.

l. Orders will not be processed until full payment is made.

CREDIT CARD INFORMATION:	**AUTHORIZATION FROM USER:**
☐ AMEX ☐ VISA ☐ MASTER ☐ DINERS	Company Name: _____
Card Number: _____	Company Address: _____
Cardholder Name: _____	_____
	Tel No: _____ Fax No: _____
Expiry Date: _____ Signature: _____	Name (In capitals): _____ Signature: _____

PLEASE RETURN THIS FORM TO:

Hong Kong Convention & Exhibition Centre (Management) Ltd.
Event Planning & Co-ordination Department
1 Expo Drive, Wanchai, Hong Kong, China
Tel: (852) 2582 8888 Fax: (852) 2582 7106

GENERAL NOTES AND CONDITIONS:

1. In the document, the following definitions apply:

   "HKCEC"
   Hong Kong Convention and Exhibition Centre, the physical premises situated at 1 Expo Drive, Wanchai, Hong Kong, China including all of its internal venues and service areas, or other areas detailed in a Licence Agreement, and any and all furniture, fixtures and equipment on the premises belonging to the HKCEC;

   "HML"
   Hong Kong Convention and Exhibition Centre (Management) Ltd, the management and operating company of the Hong Kong Convention and Exhibition Centre, its management personnel (including Event Managers and Assistant Event Managers), and other staff members acting under the authority of the management; and,

   "User"
   Includes Licensee, or any contractor, subcontractor or other person or entity that utilises the services or equipment included in this document.

2. In general, orders for the following services and equipment for exhibitions must be submitted to HML before the deadline; otherwise, a surcharge of 15% may be imposed on the basic rates. In addition, applicable on-site orders or amendments are subject to a surcharge of 30% of the basic rates. HML reserves the right to refuse orders received after any applicable deadline.

   Deadlines for ordering services and equipment for exhibitions are as follows:

		Time before 1st day of Licensed Period
a	Power Mains and Electrical Services	3 Weeks
b	Compressed Air, Water and Drainage Services	3 Weeks
c	Telephone, Facsimile, Cabling, Data and Broadband Internet Services	3 Weeks
d	Wireless Internet Services	1 Month
e	Security Personnel Services	2 Weeks

3. **All equipment provided by HML must be utilised within HKCEC and used exclusively for the specified event and/or time period. The HKCEC's Exhibition or General Rules and Regulations will apply to such use and the User is responsible for full compliance with any and all applicable provisions of those Rules and Regulations and will use equipment in a safe and proper manner. The User may not make any alternations, modifications to, or utilise any attachments and/or additions with equipment.**

4. Services included herein provided to any User by HML or utilised by Users, will be in compliance with the HKCEC's Exhibition or General Rules and Regulations as applicable.

5. The provision of any services/equipment is subject to availability at the time of ordering. Orders will be accepted on a "first come, first served" basis. HML reserves the right to reject any orders received; in such cases, Users will be notified accordingly.

6. If by reason of Force Majeure Event, labour difficulties, shortage of materials or any other cause outside the control of HML, or if HML is unable to provide any or all of the services or equipment ordered during the whole or any part of the duration of the event, the User's sole right shall be limited to a refund on a pro-rata basis of the charges paid for the services or equipment.

7. Cancellation of orders with the exception of security services (see Section J) will only be accepted in writing if delivered to HML more than 7 days prior to the start of the licensed period; if notice is received within 7 days, Licensee will be subject to a 30% cancellation charge.

8. The User will be responsible for returning all equipment and related materials to HML within 1 hour of the end of the licensed period or other time period specified.

9. The User will be liable for any loss or damage to the equipment arising from the User's negligence, mis-use, unauthorised maintenance or other cause within the reasonable control of the User, its representatives, employees, agents or invitees. In the event of any loss or damage to the equipment for which User is responsible, the User will reimburse HML for the total cost of making good, or replacement if necessary.

10. The User will be in default of the agreement to use services and/or equipment if the User fails to pay any charges when due or fails to return the equipment to HML after use.

11. At any time after a User has not complied with an agreement to use service and/or equipment, HML may terminate the rental services or use of equipment, by notice to the User and will take possession of the equipment. The User will remain liable for any and all unpaid charges and HML may apply, and retain all or a portion of the User's security/damage deposit as may be necessary to compensate HML for any unpaid charges, damages or expenses incurred on account of non-compliance.

12. All orders must be submitted with applicable payment in Hong Kong Dollars, exempt from any bank charges, including the required deposit. Cheque or bank draft (must be drawn from local banks) must be made payable to "Hong Kong Convention and Exhibition Centre (Management) Ltd." or T/T or cable transfer to "The Hong Kong and Shanghai Banking Corporation Ltd., Sun Hung Kai Centre Easiservice Banking Centre, Shops 115 - 117 and 127 - 133, 1/F Sun Hung Kai Centre, 30 Harbour Road, Wanchai, Hong Kong. A/C No.: 004-582-000683-001. Payments by major credit cards are also accepted. HML reserves the right not to process orders without payment.

香港會議展覽中心
Hong Kong Convention and Exhibition Centre

SECURITY PERSONNEL SERVICES - ORDER FORM
(Rates Effective Through December 2008)

(For office use)
EVENT ID:
LOG NO:

Event Name: _____
Move In: _____ Open Period: _____ Move Out: _____
Venue/Booth No: _____

1.	Security Services	HK$ per Shift (Consecutive Hours)								
		4 Hours	5 Hours	6 Hours	7 Hours	8 Hours	9 Hours	10 Hours	11 Hours	12 Hours
a	Security Guard	450	520	585	665	700	774	850	935	1,020
b	Security Supervisor	500	575	660	735	800	873	950	1,045	1,140
c	Security Officer	760	875	990	1,113	1,200	1,323	1,400	1,540	1,680
d	Guard in Plain Clothes	620	710	810	889	1,000	1,107	1,150	1,265	1,380
e	Armed Guard	NA	NA	NA	NA	1,720	1,935	2,150	2,365	2,580

2.	Services Details	No. of Labour	Working Period				Total Hours	Total HK$
			Date		Time			
			From	To	From	To		
a								
b								
c								
d								
e								
f								
g								
h								
i								
j								
k								
l								
m								
n								
o								
							Total Amount	

REMARKS:

a. All Security Guard services are charged for a minimum of 4 hours except for Armed Guard services which are charged for a minimum of 8 hours.

b. For Security Guard service, a minimum of 1 Security Supervisor must be employed for each deployment of 3 to 6 Security Guards or Armed Guards.

c. For Armed Guard Services, a minimum of 1 Armed Guard must be employed for relief/stand-by purposes.

d. A 2-week notice is required for ordering security services. Provision of security personnel is subject to availability at the time of ordering. Cancellations of confirmed orders for security personnel are subject to 50% and 100% cancellation charges for notice given within 7 days and 3 days respectively prior to the specific service commencement date indicated on the Order Form.

e. HML will provide separate quotations for special arrangements such as high level of deployment guard services (in excess of 150 guards per shift), or age and language preference.

f. For security services requested in excess of 12 consecutive hours, personnel charges will be calculated for a minimum of 14 hours and on the basis of the rate for 10 hours plus the rate for the additional hours specified in the table above. Examples: charges for security guard service for 14 consecutive hours will total $1,300 ($850 + $450); charges for security guard service for 15 consecutive hours will total $1,370 ($850 + $520); and, charges for security guard service for 16 consecutive hours will total $1,435 ($850 + $585).

g. Services for guard services for cash-in-transit may be quoted upon request.

h. Please see reverse side for General Notes and Conditions.

i. Orders will not be processed until full payment is made.

CREDIT CARD INFORMATION:

☐ AMEX ☐ VISA ☐ MASTER ☐ DINERS

Card Number: _____
Cardholder Name: _____

Expiry Date: _____ Signature: _____

AUTHORIZATION FROM USER:

Company Name: _____
Company Address: _____

Tel No: _____ Fax No: _____

Name (In capitals): _____ Signature: _____

PLEASE RETURN THIS FORM TO:

Hong Kong Convention & Exhibition Centre (Management) Ltd.
Event Planning & Co-ordination Department
1 Expo Drive, Wanchai, Hong Kong, China
Tel: (852) 2582 8888 Fax: (852) 2582 7106

GENERAL NOTES AND CONDITIONS:

1. In the document, the following definitions apply:

   "HKCEC"
   Hong Kong Convention and Exhibition Centre, the physical premises situated at 1 Expo Drive, Wanchai, Hong Kong, China including all of its internal venues and service areas, or other areas detailed in a Licence Agreement, and any and all furniture, fixtures and equipment on the premises belonging to the HKCEC;

   "HML"
   Hong Kong Convention and Exhibition Centre (Management) Ltd, the management and operating company of the Hong Kong Convention and Exhibition Centre, its management personnel (including Event Managers and Assistant Event Managers), and other staff members acting under the authority of the management; and,

   "User"
   Includes Licensee, or any contractor, subcontractor or other person or entity that utilises the services or equipment included in this document.

2. In general, orders for the following services and equipment for exhibitions must be submitted to HML before the deadline; otherwise, a surcharge of 15% may be imposed on the basic rates. In addition, applicable on-site orders or amendments are subject to a surcharge of 30% of the basic rates. HML reserves the right to refuse orders received after any applicable deadline.

   Deadlines for ordering services and equipment for exhibitions are as follows:

		Time before 1st day of Licensed Period
a	Power Mains and Electrical Services	3 Weeks
b	Compressed Air, Water and Drainage Services	3 Weeks
c	Telephone, Facsimile, Cabling, Data and Broadband Internet Services	3 Weeks
d	Wireless Internet Services	1 Month
e	Security Personnel Services	2 Weeks

3. **All equipment provided by HML must be utilised within HKCEC and used exclusively for the specified event and/or time period. The HKCEC's Exhibition or General Rules and Regulations will apply to such use and the User is responsible for full compliance with any and all applicable provisions of those Rules and Regulations and will use equipment in a safe and proper manner. The User may not make any alternations, modifications to, or utilise any attachments and/or additions with equipment.**

4. Services included herein provided to any User by HML or utilised by Users, will be in compliance with the HKCEC's Exhibition or General Rules and Regulations as applicable.

5. The provision of any services/equipment is subject to availability at the time of ordering. Orders will be accepted on a "first come, first served" basis. HML reserves the right to reject any orders received; in such cases, Users will be notified accordingly.

6. If by reason of Force Majeure Event, labour difficulties, shortage of materials or any other cause outside the control of HML, or if HML is unable to provide any or all of the services or equipment ordered during the whole or any part of the duration of the event, the User's sole right shall be limited to a refund on a pro-rata basis of the charges paid for the services or equipment.

7. Cancellation of orders with the exception of security services (see Section J) will only be accepted in writing if delivered to HML more than 7 days prior to the start of the licensed period; if notice is received within 7 days, Licensee will be subject to a 30% cancellation charge.

8. The User will be responsible for returning all equipment and related materials to HML within 1 hour of the end of the licensed period or other time period specified.

9. The User will be liable for any loss or damage to the equipment arising from the User's negligence, mis-use, unauthorised maintenance or other cause within the reasonable control of the User, its representatives, employees, agents or invitees. In the event of any loss or damage to the equipment for which User is responsible, the User will reimburse HML for the total cost of making good, or replacement if necessary.

10. The User will be in default of the agreement to use services and/or equipment if the User fails to pay any charges when due or fails to return the equipment to HML after use.

11. At any time after a User has not complied with an agreement to use service and/or equipment, HML may terminate the rental services or use of equipment, by notice to the User and will take possession of the equipment. The User will remain liable for any and all unpaid charges and HML may apply, and retain all or a portion of the User's security/damage deposit as may be necessary to compensate HML for any unpaid charges, damages or expenses incurred on account of non-compliance.

12. All orders must be submitted with applicable payment in Hong Kong Dollars, exempt from any bank charges, including the required deposit. Cheque or bank draft (must be drawn from local banks) must be made payable to "Hong Kong Convention and Exhibition Centre (Management) Ltd." or T/T or cable transfer to "The Hong Kong and Shanghai Banking Corporation Ltd., Sun Hung Kai Centre Easiservice Banking Centre, Shops 115 - 117 and 127 - 133, 1/F Sun Hung Kai Centre, 30 Harbour Road, Wanchai, Hong Kong. A/C No.: 004-582-000683-001. Payments by major credit cards are also accepted. HML reserves the right not to process orders without payment.

香港會議展覽中心
Hong Kong Convention and Exhibition Centre

HALL AND STAND CLEANING AND RUBBISH DISPOSAL SERVICES
(Rates Effective January - December 2007)

(For office use)

EVENT ID:

LOG NO:

Event Name: _____

Move Ir _____ Show Period: _____ Move Out: _____

Hall/Booth No: _____

Hall and Stand Cleaning for Exhibitions	**HK$ / m^2 / No. of Show Open Days**
Gross area of the exhibition venue	2.15
Rubbish Disposal by Trucks	**HK$ / Truck**
Disposal by truck (4-tonne) of empty boxes and general waste generated by organisers, contractors, exhibitors, etc. (construction waste disposal charges by Environment Protection Department are included)	1,740.00
Industrial Rubbish Disposal by Trucks	**HK$ / Truck**
Disposal by truck (4-tonne) of empty crates, abandoned wooden and stand materials and hazardous materials (construction waste disposal charges by Environment Protection Department are included)	3,180.00

CONFIRMATION OF ORDER:

We hereby confirm the order of the following service(s):

Booth Cleaning for Exhibition

Gross area: _____ (m^2) x _____ (show open days) x $2.15 = _____

Rubbish Disposal Trucks and Industrial Rubbish Disposal Trucks

The actual number of trucks used for rubbish disposal will be recorded by HML Staff on-site. A summary of the final number of trucks used to dispose of the rubbish, along with the total charges, will be available for clients' reference following the completion of all rubbish removal. Organisers may also verify the rubbish removal or-site.

REMARKS:

1. Hall and stand cleaning services cover the following:
   (a) Vacuum / sweep and mop stand floors and aisles
   (b) Empty and clean all wastepaper bins
   (c) Wipe clean counter / desktop, etc. (not exhibits)
2. During the show open days, complete cleaning services will be carried out once daily either before the opening or after the close of the exhibition, with stand-by cleaners during show hours.
3. Abandoned stand materials, empty crates and any hazardous waste must be moved by the contractors and exhibitors to the specified collection area for removal and disposal.
4. Stand cleaning does not include the removal of oil spillage, paints and other liquid deposited on the floor, walls and any other surface of the HKCEC. Removal of oil spillage, paints and other liquid deposited on the floor, walls and any other surfaces will be charged separately.
5. Rubbish disposal by truck service includes the labour and equipment for disposing of the rubbish.
6. Please see reverse side for General Notes and Conditions.
7. Orders will not be entertained until full payment is made.

CREDIT CARD INFORMATION:

☐ AMEX ☐ VISA ☐ MASTER ☐ DINERS

Card Number: _____

Cardholder Name: _____

Expiry Date: _____ Signature: _____

AUTHORIZATION FROM HIRER/USER:

Company Name: _____

Company Address: _____

_____

Tel No: _____ Fax No.: _____

Name (In capitals): _____ Signature: _____

PLEASE RETURN THIS FORM TO:- Event Planning & Co-ordination Department
Hong Kong Convention & Exhibition Centre (Management) Ltd.
1 Expo Drive, Wanchai, Hong Kong, China
Tel: (852) 2582 8888 Fax: (852) 2582 7106

GENERAL NOTES AND CONDITIONS:

1. In general, orders for the following services and equipment hire for exhibitions must be submitted to HML before the deadline, otherwise a surcharge of 15% will be imposed on the basic rates. In addition, on-site orders are subject to a surcharge of 30% of the basic rates. However, HML reserves the right to refuse orders received after the deadline.

Deadlines for ordering services and equipment for exhibitions are as follows:	Days before 1st day of tenancy
A. Power Mains and Electrical Services	21
B. Compressed Air, Water and Drainage Services	21
C. Telephone, Facsimile and Video Link Ser\	21

2. All equipment provided by HML should only be utilised within HKCEC, exclusively for the specified event.

3. Provision of any services/equipment is subject to the current stock and availability at the time of ordering. Orders will be accepted on a “first come, first served” basis. However, HML reserves the right not to accept any orders received and in such cases, the users will be notified accordingly.

4. If by reason of force majeure, labour difficulties, shortage of materials or any other cause outside the control of HML or HML is unable to provide all or any of the services or equipment ordered during the whole or any part of the duration of the event, the hirer's right shall be limited to a refund on a pro-rata basis of the charges paid for the services or equipment.

5. Cancellation of orders will only be accepted in writing and not less than seven (7) days before the start of the licence period. All cancelled orders will be subject to a 30% cancellation charge.

6. The hirer will be responsible for returning all equipment and related materials to HML within one hour on the last following the close of the event.

7. The hirer will use the equipment in a careful and proper manner and in accordance with the Rules and Regulations issued by HML. The hirer may not make any alterations, modifications, attachments and/or additions to the equipment.

8. The hirer will be liable for any loss or damage to the equipment arising from the hirer's negligence, unintentional act, unauthorised maintenance or other cause within the reasonable control of the hirer, its representatives, employees, agents or invitees. In the event of any loss or damage to the equipment for which hirer is liable, the hirer will reimburse HML for the total cost of making good, or replacement.

9. The hirer will be in default if the hirer fails to pay any charges when due or any other indebtedness or fails to return the equipment to the HML after use.

. At any time after a default by the hirer, HML may terminate the rental services, by notice to the hirer and repossess the equipment. The hirer will remain liable for all unpaid charges and HML may apply, and retain all or a portion of the hirer's security / damage deposit as may be necessary to compensate HML for any unpaid charges or damages and expenses incurred on account of default; or HML may exercise any other rights occurring to a lessor under any applicable law upon a default by the hirer.

11. All orders must be submitted with full payment, exempt from any bank charges, together with the required deposit in HK Dollars. Please make cheque or bankdraft (to be drawn from local banks) payable to "Hong Kong Convention and Exhibition Centre (Management) Ltd." or T/T or cable transfer to The Hong Kong and Shanghai Banking Corporation Ltd., Shops 115-117 and 127-133, Sun Hung Kai Centre, 30 Harbour Road, Wanchai, Hong Kong. A/C No: 004-582-000683-001. Payment by major credit cards are also accepted. HML reserves the right not to fulfil orders without payment.

香港會議展覽中心
Hong Kong Convention and Exhibition Centre

2

PIPED, COMPRESSED AIR, WATER AND DRAINAGE SERVICES - ORDER FORM
(Rates Effective Through December 2008)

(For office use)
EVENT ID:
LOG NO:

Event Name: _____

Move In: _____ Open Period: _____ Move Out: _____

Venue/Booth No: _____

Deadline: _____ (21 days before 1st day of Licensed Period)

The following charges are applicable within Halls 1, 2, 3, 5 & 7 only.

1.	**Compressed Air (4-6 Bar, 10 L/S)**	Quantity	HK$ per Event	Total HK$
a	20mm main supply line with 5m long hose and stop valve		2,000	
b	Tee-off from main supply line		500	

2.	**Water (1-2 Bar, 0.3 L/S) and Drainage**	Quantity	HK$ per Event	Total HK$
	25mm main supply line and 25mm drainage with 5m long hose and stop valve		2,000	

Total without adjustment	
Late order surcharge 15%	
Site order surcharge 30%	
Total Amount	

REMARKS:

a. Water consumption is included in the above charges.

b. All the listed charges are applicable to events open for a maximum of 4 days. For events open more than 4 days, extra charges of HK$200 per additional day will be imposed for 1.a and 2. above.

c. The charges above include the installation and removal of the services to and from the exhibition stands or other locations terminating in a stop valve at a position as indicated on the exhibitor's plan.

d. For non-standard supply and 24-hour service, HML will provide a quotation on request.

e. Please see reverse side for General Notes and Conditions.

f. Orders will not be processed until full payment is made.

CREDIT CARD INFORMATION:

☐ AMEX ☐ VISA ☐ MASTER ☐ DINERS

Card Number: _____

Cardholder Name: _____

Expiry Date: _____ Signature: _____

AUTHORIZATION FROM USER:

Company Name: _____

Company Address: _____

_____

Tel No: _____ Fax No: _____

Name (In capitals): _____ Signature: _____

PLEASE RETURN THIS FORM TO: Hong Kong Convention & Exhibition Centre (Management) Ltd.
Event Planning & Co-ordination Department
1 Expo Drive, Wanchai, Hong Kong, China
Tel: (852) 2582 8888 Fax: (852) 2582 7106

GENERAL NOTES AND CONDITIONS:

1. In the document, the following definitions apply:

   "HKCEC"
   Hong Kong Convention and Exhibition Centre, the physical premises situated at 1 Expo Drive, Wanchai, Hong Kong, China including all of its internal venues and service areas, or other areas detailed in a Licence Agreement, and any and all furniture, fixtures and equipment on the premises belonging to the HKCEC;

   "HML"
   Hong Kong Convention and Exhibition Centre (Management) Ltd, the management and operating company of the Hong Kong Convention and Exhibition Centre, its management personnel (including Event Managers and Assistant Event Managers), and other staff members acting under the authority of the management; and,

   "User"
   Includes Licensee, or any contractor, subcontractor or other person or entity that utilises the services or equipment included in this document.

2. In general, orders for the following services and equipment for exhibitions must be submitted to HML before the deadline; otherwise, a surcharge of 15% may be imposed on the basic rates. In addition, applicable on-site orders or amendments are subject to a surcharge of 30% of the basic rates. HML reserves the right to refuse orders received after any applicable deadline.

   Deadlines for ordering services and equipment for exhibitions are as follows:

		Time before 1st day of Licensed Period
a	Power Mains and Electrical Services	3 Weeks
b	Compressed Air, Water and Drainage Services	3 Weeks
c	Telephone, Facsimile, Cabling, Data and Broadband Internet Services	3 Weeks
d	Wireless Internet Services	1 Month
e	Security Personnel Services	2 Weeks

3. **All equipment provided by HML must be utilised within HKCEC and used exclusively for the specified event and/or time period. The HKCEC's Exhibition or General Rules and Regulations will apply to such use and the User is responsible for full compliance with any and all applicable provisions of those Rules and Regulations and will use equipment in a safe and proper manner. The User may not make any alternations, modifications to, or utilise any attachments and/or additions with equipment.**

4. Services included herein provided to any User by HML or utilised by Users, will be in compliance with the HKCEC's Exhibition or General Rules and Regulations as applicable.

5. The provision of any services/equipment is subject to availability at the time of ordering. Orders will be accepted on a "first come, first served" basis. HML reserves the right to reject any orders received; in such cases, Users will be notified accordingly.

6. If by reason of Force Majeure Event, labour difficulties, shortage of materials or any other cause outside the control of HML, or if HML is unable to provide any or all of the services or equipment ordered during the whole or any part of the duration of the event, the User's sole right shall be limited to a refund on a pro-rata basis of the charges paid for the services or equipment.

7. Cancellation of orders with the exception of security services (see Section J) will only be accepted in writing if delivered to HML more than 7 days prior to the start of the licensed period; if notice is received within 7 days, Licensee will be subject to a 30% cancellation charge.

8. The User will be responsible for returning all equipment and related materials to HML within 1 hour of the end of the licensed period or other time period specified.

9. The User will be liable for any loss or damage to the equipment arising from the User's negligence, mis-use, unauthorised maintenance or other cause within the reasonable control of the User, its representatives, employees, agents or invitees. In the event of any loss or damage to the equipment for which User is responsible, the User will reimburse HML for the total cost of making good, or replacement if necessary.

10. The User will be in default of the agreement to use services and/or equipment if the User fails to pay any charges when due or fails to return the equipment to HML after use.

11. At any time after a User has not complied with an agreement to use service and/or equipment, HML may terminate the rental services or use of equipment, by notice to the User and will take possession of the equipment. The User will remain liable for any and all unpaid charges and HML may apply, and retain all or a portion of the User's security/damage deposit as may be necessary to compensate HML for any unpaid charges, damages or expenses incurred on account of non-compliance.

12. All orders must be submitted with applicable payment in Hong Kong Dollars, exempt from any bank charges, including the required deposit. Cheque or bank draft (must be drawn from local banks) must be made payable to "Hong Kong Convention and Exhibition Centre (Management) Ltd." or T/T or cable transfer to "The Hong Kong and Shanghai Banking Corporation Ltd., Sun Hung Kai Centre Easiservice Banking Centre, Shops 115 - 117 and 127 - 133, 1/F Sun Hung Kai Centre, 30 Harbour Road, Wanchai, Hong Kong. A/C No.: 004-582-000683-001. Payments by major credit cards are also accepted. HML reserves the right not to process orders without payment.

香港會議展覽中心
Hong Kong Convention and Exhibition Centre

TEMPORARY STAFF / RECEPTION COMPANIES

COMPANY	CONTACT
Adecco Personnel Room 1401, 14/F Ruttonjee House 11 Duddell Street Central Hong Kong	Ms Wendy Fee Manager, Events & Exhibitions Division Tel: (852) 2521 0594 Fax: (852) 2845 2045 Mobile: (852) 9036 2198 Email: central@adecco-asia.com Website: www.adecco.com
Drake International 19/F No. 1 Duddell Street Central Hong Kong	Mr Kevin Pau Tel: (852) 2848 9242 Fax: (852) 2810 6797 E-mail: drake@drake.com.hk
Cassie Personnel Rom 1410 Nan Fung Tower 173 Des Voeux Road Central Hong Kong	Ms Doris Tel: (852) 2877 3383 Fax: (852) 2877 0196 E-mail: cassie@cassiehk.com
Manpower Services (Hong Kong) Ltd 21/F Euro Trade Centre 21-23 Des Voeux Road Central Central Hong Kong	Mr Yuelin Zhu Tel: (852) 2845 3284 Fax: (852) 2524 0330 Website: www.manpower.com.hk
Nova Management ConsItants Ltd Suite 803 Two Chinachem Exchange Square 338 King's Road North Point Hong Kong	Ms Evangeline Ho Tel: (852) 2573 0118 Fax: (852) 2573 0668 E-mail: evanho@the-nora.com Website: www.the-nova.com
People Factor Co Ltd Suite 10B, 10/F Amber Commercial Building 70-74 Morrison Hill Road Wanchai Hong Kong	Tel: (852) 2574 2116 Fax: (852) 2574 7667 E-mail: info@peoplefactor.com.hk Website: www.peoplefactor.com.hk

CONT'D TEMPORARY STAFF / RECEPTION COMPANIES

COMPANY	CONTACT
Sara Beattie Appointments Ltd 2nd Floor Tung Hip Commercial Building 244-248 Des Voeux Road Central Central Hong Kong	Mr Chris Liu Tel: (852) 2507 9333 Fax: (852) 2507 9360 E-mail: jobsba@sarabeattie.com Website: www.sarabeattie.com
Team Spirit Room 608 Capital Centre 5-19 Jardine's Bazaar Causeway Bay Hong Kong	Ms Wendy Yeow Tel: (852) 2881 0873 Fax: (852) 2890 9165 E-mail: teamspirit@hktrade.com

Mktg/sc
Updated on : 8 October 2007

香港會議展覽中心
Hong Kong Convention and Exhibition Centre

致：各參展商
Dear Exhibitor,

香港會議展覽中心誠與閣下磋商餐飲安排，以助閣下於展覽期間款待賓客。
The Hong Kong Convention and Exhibition Centre (HKCEC) will be happy to discuss any catering requirements to assist you in entertaining your clients.

預先籌劃攤位及員工的餐飲安排 Plan Your Stand and Staff Catering in Advance

閣下是否正為籌備展覽而費神？我們專誠附上展覽會餐飲訂購表格，幫助閣下計劃展覽期間的餐飲安排。閣下只需填妥表格，並連同閣下的支票或信用咭資料寄回本中心，便可於展覽當日輕輕鬆鬆享用所訂購之美食。如未能及早預訂，閣下亦可於展覽期間，親臨展覽廳內之餐廳及小食亭安排有關事宜。每次訂購食物達港幣三百元或以上，本中心將提供送貨服務。

As you busy preparing for the show, we are happy to help you plan your catering. In order to avoid any last-minute orders on the show day, we have attached an Exhibition Stand Catering Order Form for your perusal. Just send us the completed form along with a cheque or your credit card details and we shall meet your catering needs during the show. Should you prefer to order on-site, simply place your order at the Cafeteria or Snack Bar inside the hall on the show day. Delivery service is also available for any order, at a minimum of HK$300.

接待室 Hospitality Rooms

如要安排私人活動、早餐會議、新聞簡報會或在展覽廳外享用較幽靜的環境，歡迎租用本中心面向維港、優雅舒適的會議室。

If you are planning a private function, breakfast meeting, press briefing, or just want to enjoy a quiet environment outside of the exhibition hall, you can book our superior meeting rooms with impressive harbour views.

餐廳* Restaurants*

香港會議展覽中心設有四間餐廳，提供各式中西美食。閣下可在港灣茶餐廳享用正宗港式茶餐，或選擇維港咖啡閣的精選自助午餐，佐以維港美景，與友開懷暢聚。金紫荊粵菜廳提供得獎粵菜和點心，會景餐廳推介午市自選菜譜及自助晚餐。

The HKCEC has 4 restaurants offering a variety of quality Asian and Western cuisine. Savour local flavours in the casual style Harbour Kitchen, try a buffet lunch with wonderful harbour view in the Port Cafe, treat your clients to award-winning Chinese Cuisine in the Golden Bauhinia Cantonese Restaurant, and enjoy à la carte luncheon menu and dinner buffet at the Congress Restaurant.

順祝閣下展覽成功！歡迎與我們聯絡：
We wish you a very successful show at the HKCEC. Please contact us at:

電話 Tel : +852 2582 8888 (內線 ext. 7910)
傳真 Fax : +852 2802 0177

仇穎華 Jenny Chau
飲食項目策劃及統籌副經理 Food & Beverage Event Planning & Co-ordination Deputy Manager

☐ 我希望取得有關攤位餐飲安排及接待室的詳情
I would like to receive further information on stand catering and hospitality rooms

聯絡人Contact Person : _____

公司名稱 Company Name : _____

展覽名稱 Name of Exhibition : _____

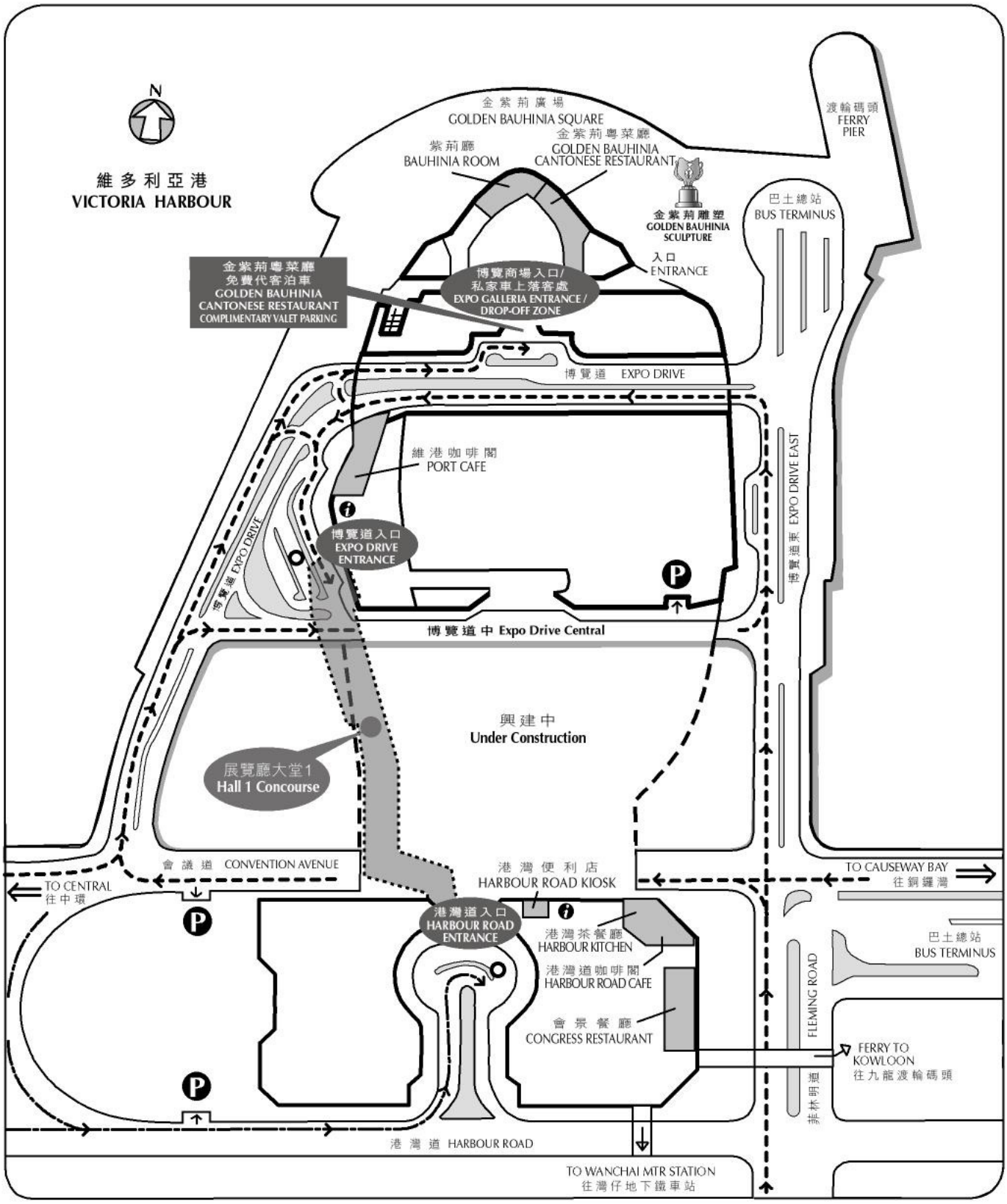
電話 Tel : _____ 傳真 Fax : _____

電郵 E-mail : _____

* 請聯絡飲食部查詢各餐廳於展覽期間之營業時間。
Please contact Food and Beverage Department for the opening hours of different catering locations during the exhibition period.

Managed by Hong Kong Convention and Exhibition Centre (Management) Ltd.
香港會議展覽中心（管理）有限公司負責管理
Member of NWS Holdings
新創建集團成員
1 Expo Drive, Wanchai, Hong Kong, China 中國香港灣仔博覽道一號
Tel: +852 2582 8888 Fax: +852 2802 0000 E-mail: info@hkcec.com Website: www.hkcec.com

主要入口示意圖
MAIN ENTRANCE LOCATIONS



停車場入口 Carpark Entrance
的士站 Taxi Stand
詢問處 Information Counter
往博覽道入口 To Expo Drive Entrance
往港灣道入口 To Harbour Road Entrance

會景餐廳
Congress Restaurant
使用港灣道入口，乘升降機按六字
At Harbour Road Entrance, use lift and press 6

金紫荊粵菜廳/紫荊廳
Golden Bauhinia Cantonese Restaurant / Bauhinia Room
位於博覽商場，依隨金紫荊粵菜廳及博覽商場之標誌指引
Expo Galleria, follow Golden Bauhinia and Expo Galleria signage

港灣茶餐廳/港灣道咖啡閣
Harbour Kitchen / Harbour Road Cafe
位於港灣道入口
Located at Harbour Road Entrance

維港咖啡閣
Port Cafe
位於會議室301-312之入口
Located at entrance to Meeting Rooms 301-312

香港會議展覽中心
Hong Kong Convention and Exhibition Centre

中國香港灣仔博覽道一號
1 Expo Drive, Wanchai, Hong Kong, China 電話Tel: +852 2582 8888 傳真Fax: +852 2802 0000

香港會議展覽中心
Hong Kong Convention and Exhibition Centre

展覽會餐飲訂購表格
EXHIBITION STAND CATERING ORDER FORM
Minimum order HK$300

價錢適用至二零零八年十二月三十一日
Prices are valid until 31 Dec 2008

請填妥本表格並於展覽舉行前十個工作天寄回本中心。逾時遞交之表格，將不獲保證其送貨時間。
PLEASE RETURN THIS FORM TO US AT LEAST 10 WORKING DAYS BEFORE THE SHOW STARTS. LATE ORDERS WILL NOT BE GIVEN A GUARANTEED DELIVERY TIME.

公司名稱 Company Name: _____ 聯絡人 Contact Person: _____

地址 Address: _____

電郵地址 E-mail Address: _____ 電話 Tel: _____ 傳真 Fax: _____

展覽名稱 Name of Exhibition: _____ 展覽廳 Hall No.: _____

攤位編號 Stand No.: _____ 送貨日期 Delivery Date: _____ 送貨時間 Delivery Time: _____

備註：每張訂購表格只供一次送貨服務；如多於一次，請另加訂購表格。
Remark : Each order form is only used for one delivery transaction. Please fill in additional order form(s) for more than one delivery service.

項目 ITEMS	港幣 HK$	數量 QTY	總額 TOTAL
食品 FOOD			
凍小食 Cold Canapes 每打 @dozen			
☐ 煙三文魚配酸忌廉 Smoked Salmon Rosette with Sour Cream	220		
☐ 胡椒吞拿魚 Peppered Tuna with Pepper Coulis	220		
☐ 辣味蝦配芒果茸 Cajun Shrimp with Mango Salsa	200		
☐ 法國軟芝士配胡桃 Camembert Cheese with Pecan Nut	180		
☐ 意式火腿配洋蔥 Prosciutto Ham with Balsamic Onion	200		
☐ 鮮茄蓉茄子卷 Marinated Eggplant Roll with Tomato	180		
熱小食 Hot Savoury 每打 @dozen			
☐ 焗腸仔酥卷 Golden Baked Sausage Puff	180		
☐ 煙肉洋蔥撻 Bacon and Onion Quiche	180		
☐ 泰式香茅蝦餅 Thai Shrimp Cake with Lemon Grass	200		
☐ 焗鱸魚酥 Baked Seabass Puff	180		
☐ 印度雜菜咖哩角 Indian Vegetable Samosa	180		
雜錦迷你三文治 Assorted Finger Sandwiches 每打 @dozen	180		
雜錦開面三文治 Assorted Open Face Sandwiches 每打 @dozen	250		
美式曲奇餅 Assorted American Cookies 每打 @dozen	100		
歐陸曲奇餅 Assorted European Cookies 每打 @dozen	75		
每次送貨將供應即棄餐具 Disposable ware will be provided for each order			
其他飲食供應 PROVISIONS			
咖啡 (約五杯) Coffee in Thermo pot (5 cups) 每壺 @pot	100		
不含咖啡因咖啡附一壺熱水 Decaffeinated Coffee with Hot water in pot (五小包) (5 sachets)	100		
錫蘭紅茶 (約五杯) Ceylon Tea in Thermo pot (5 cups) 每壺 @pot	100		
每壺茶或咖啡將供應五份咖啡奶，十份糖，五隻耐熱即棄杯及攪拌棒 5 portions of coffee milk, 10 portions of sugar, 5 paper cups and stirrers will be provided for each pot			
咖啡機(附蒸餾水) Coffee Machine (with distilled water) - 36.5 厘米高, 23.5厘米闊, 32厘米深 Sized 36.5cm(H) x 23.5cm (W) x 32cm(D) - 50粒咖啡/特濃咖啡囊 50 Regular Coffee / Espresso Capsules	800		
***需繳付可退還之訂金港幣五千元 Refundable deposit of HK$5,000 is required**	5,000		
凡訂購五十粒咖啡/特濃咖啡囊，將供應五十份咖啡奶，一百份糖，五十隻耐熱即棄杯及攪拌棒 50 portions of coffee milk, 100 portions of sugar, 50 paper cups and stirrers will be provided for each order			
咖啡/特濃咖啡囊(不包括咖啡機) 50 Regular Coffee / Espresso Capsules (not including Coffee Machine)	800		
咖啡奶 Coffee Milk 每10包 @10 pkts	40		
糖 Portion Sugar 每盒@pkt	30		
薯片 Potato Chips 每包@pkt	15		
冰粒 Ice Cubes 每包3公斤 3kg@bag	15		

項目 ITEMS	港幣 HK$	數量 QTY	總額 TOTAL
餐酒 WINE			
香檳 House Champagne 每瓶 @bot	530		
紅餐酒 House Red Wine 每瓶 @bot	238		
白餐酒 House White Wine 每瓶 @bot	238		
凡訂購香檳或餐酒一瓶，將供應6隻即棄膠杯 6 plastic cups will be provided for each bottle of champagne or wine			
礦泉水，汽水及啤酒 MINERAL WATER, SOFT DRINKS & BEERS			
蒸餾水機每套包括 Distilled Water Package to include: – 蒸餾水機一部 1 Water Dispenser – 18公升蒸餾水一支 18 Litres Distilled Water – 200隻紙杯 200 paper cups	400		
***需繳付可退還之訂金港幣四千元 Refundable deposit of HK$4,000 is required**	4,000		
18公升蒸餾水 18 Litres Distilled Water (不包括蒸餾水機) (not including dispenser) 每支 each	140		
50隻紙杯 50 paper cups 每套 @set	30		
250隻紙筒杯 250 paper cones 每套 @set	30		
伊雲礦泉水 Evian 每6樽 @6 bottles	108		
法國有汽礦泉水 Perrier 每6樽 @6 bottles	108		
蒸餾水 Distilled Water 每6樽 @6 bottles	72		
可口可樂 Coca Cola 每6罐 @6 cans	72		
健怡可樂 Coke Light 每6罐 @6 cans	72		
七喜 7 UP 每6罐 @6 cans	72		
橙汁 Orange Juice 每6盒 @6 boxes	72		
蘋果汁 Apple Juice 每6樽 @6 bottles	108		
蕃茄汁 Tomato Juice 每6樽 @6 bottles	108		
喜力啤酒 Heineken 每6罐 @6 cans	168		
加士伯啤酒 Carlsberg 每6罐 @6 cans	120		
生力啤酒 San Miguel 每6罐 @6 cans	120		
凡訂購礦泉水，汽水或啤酒半打，將供應6隻紙杯 6 paper cups will be provided for 1/2 dozen of mineral water, soft drinks or beers			

項目 ITEMS	港幣 HK$	數量 QTY	總額 TOTAL
租用餐具及器皿 EQUIPMENT HIRE			
香檳杯 Champagne Glass 每6隻 6 pcs	55		
白酒杯 White Wine Glass 每6隻 6 pcs	55		
紅酒杯 Red Wine Glass 每6隻 6 pcs	55		
水杯 Hi-ball Glass 每6隻 6 pcs	55		
咖啡杯及碟 Coffee Cup & Saucer 每6套 6 sets	95		
甜品碟 Dessert Plate 每6隻 6 pcs	75		
甜品叉 Dessert Fork 每6隻 6 pcs	65		
茶匙 Tea Spoon 每6隻 6 pcs	65		
開瓶器 Bottle Opener 每隻 1 pc	30		
冰桶 Ice Bucket 每個 1 pc	200		
租金總值 (以每個展覽會作計算單位) TOTAL EQUIPMENT HIRE VALUE (per event):			
***需繳付相等於租金總值之可退還訂金 Plus Refundable Deposit Amount equals to Total Equipment Hire Value:**			

總訂購金額 TOTAL ORDER VALUE:	
另加一送貨服務費 10% DELIVERY CHARGE:	
可退還之訂金總值* TOTAL REFUNDABLE DEPOSIT*	
應付總額 TOTAL PAYABLE:	

*請注意：已送出之食物或飲品，恕不退款。
* Delivered and unused items are non-refundable

18/3/08

請填妥另頁付款表格 Please turn overleaf to complete the Payment Form

付款方法
PAYMENT METHODS

本港客戶可以支票或信用咭付款。
Hong Kong customers may pay by cheque or with credit card.

支票抬頭請寫“香港會議展覽中心(管理)有限公司”並郵寄回香港灣仔博覽道一號，香港會議展覽中心飲食部收。
Cheque should be crossed and made payable to “Hong Kong Convention and Exhibition Centre (Management) Ltd.” and mailed to Hong Kong Convention and Exhibition Centre, Food & Beverage Department, 1 Expo Drive, Wanchai, Hong Kong.

海外客戶可以信用咭授權方式付款。
Overseas customers may pay with credit card.

本人 _____ 茲授權香港會議展覽中心以下述之信用咭作為租用餐具及器皿費用 / 飲食費用，總值為港幣 _____ 正。
I, _____ authorise the **Hong Kong Convention and Exhibition Centre** to use the following credit card for the settlement of equipment rental / food and beverage consumption in the amount of HK$ _____ .

公司名稱:
Company Name: _____

展覽名稱:
Name of Exhibition: _____

展覽日期:
Exhibition Period: _____

請選擇付款之信用咭：
Please select the credit card for payment:

美國運通信用咭/萬事達咭/VISA信用咭/大來信用咭
American Express / Mastercard / Visa / Diners

持咭人
Cardholder's

信用咭號碼:
Credit Card No.: _____

簽署:
Signature: _____

姓名:
Name: _____

有效日期至:
Expiry Date: _____

地址:
Address: _____

電話:
Tel: _____

公司專用/授權號碼： Internal Use Only / Authorisation Code:	經手人： Handled by:
收據編號： Receipt No:	日期: Date:

即場訂購
On-Site Order

即場訂購須於送貨前24小時落單。
On-site orders must be made 24 hours before delivery.

顧客可以現金或信用咭付款。
Customers may pay in cash or with credit card.

展覽館內之餐廳及小食亭開放時間：中午11時至晚上6時 (展覽期內)
Opening hours of Cafeteria / Snack Bar inside the exhibition hall: 1100 – 1800 hours (during show days)

每張訂購表格最低消費為港幣300元正。(於送貨前24小時內取消訂單，需繳付總值之50%作為手續費。)
The minimum order for each delivery is HK$300. Should you need to cancel the order less than 24 hours prior to the delivery, a cancellation charge of 50% of the total bill will apply.

請填寫以下空格
Please fill in the blanks:

– 所有租用器皿及用具須於 _____ (時間) _____ (日期) 收回。
All service equipment will be collected at _____ (time) on _____ (date).

– 所有瓷器、玻璃器皿及餐具須於 _____ (時間) _____ (日期) 收回。
All chinaware, glassware and cutlery will be collected at _____ (time) on _____ (date).

– 參展商接收所有器具、瓷器、玻璃器皿及餐具時，須檢查並簽收本中心之交貨票據作實。 如遇有缺貨或損壞，參展商應於交貨票據上列明及簽署。
When the service equipment, chinaware, glassware and cutlery are delivered, the exhibitor shall inspect them and sign and return the HKCEC's delivery note. In the event of any shortage or damage, the exhibitor shall endorse the note accordingly.

– 租用之器具、瓷器、玻璃器皿及餐具如有損壞或未能於該展覽完畢前交還， 參展商須根據本中心之“餐具及器皿賠償價目表”作出賠償 (顧客可於收貨時索取有關價目表作參考)。
If service equipment, chinaware, glassware or cutlery are damaged or not returned at the end of the event, the exhibitor shall indemnify any damage or loss incurred according to the HKCEC Replacement Price List which can be provided upon delivery.

– 請向飲食部索取有關條款及細則，以作參考。
Terms and conditions are available on request.

本餐用訂購表格以英文為準。
In case of discrepancy between the English and Chinese content, English is the overriding version.

HIMSS AsiaPac08 Conference & Exhibition

20-23 MAY 2008 / HONG KONG
In association with CHIK Services

Advancing quality healthcare through IT

ORDER FORM FOR PHOTO/VIDEO SERVICES

ORDERED BY	BILLING INFORMATION
First Name	Company
Last Name	Department
Title/Position	Billing Address
Email	City
Direct Tel No.	Zip Code
Mobile No.	Country
Exhibitor On-Site	VAT No.
Booth No.	Website
Additional Info	

Photo/Video Service Information

PHOTOGRAPHY

Date	Assignment Description
Start Time	
End Time	
On-site Contact Person	
Mobile No.	
Location	

VIDEO PRODUCTION

Date	Assignment Description
Start Time	
End Time	
On-site Contact Person	
Mobile No.	
Location	

Pricing for Event Photo and Video Services

SERVICE	UNIT PRICE	(HK$)	QUANTITY	AMOUNT (HK$)
Photography: (Photo in jpg format, image size: 28mb)	Minimum charge 1st hour	1000		
	Additional hour(s) (Consecutive hours)	800		
Video Production: (DV format)	Minimum charge 1st hour	2600		
	Additional hour(s)(Consecutive hours)	800		
	Format conversion	400		
Delivery Charge:	By ftp	0		
	By CD-Rom/DVD-Rom	100		
Others:				

TERMS OF PAYMENT: CASH ON DELIVERY

TOTAL: HK$

Cancellation: 100 % of total charge if job cancell after shooting time confirmed

For additional information on photo or video services, please contact **WALLACE CHAN**:
tel: +852 3523 5013 mobile: +852 9428 1637 email: wallace@wal-photo.com website: http://wal-photo.com

Wal-photo

SHIPPING MANUAL

HIMSS AsiaPac 08 Conference & Exhibition

20 - 23 May 2008
HKCEC
Hong Kong

Presented by

Trans-Link Exhibition Forwarding (HK) Ltd.

29/F, Fook Lee Comm. Centre, Town Place,
33 Lockhart Road, Wanchai,
Hong Kong
Tel. +852 2866 2505 / 2866 2531
Fax +852 2866 2421 / 2866 2472
tkhg@agilitylogistics.com
www.agilitylogistics.com

Contact:
Ms. Jenny Yau
Project Manager
Agility – Fairs & Events
The new name for Trans-Link
Direct Tel. +852 2594 9264 • Direct Fax. +852 2529 1509
Email: JYau@agilitylogistics.com

DEADLINES/TIME SCHEDULE AT A GLANCE

Copies of Bill of Lading and the Commercial Invoice and Packing List for **Seafreight** consignments to Hong Kong Seaport	**29 April 2008 - LCL** **6 May 2008 - FCL**
Arrival of **Seafreight** shipment in Hong Kong Seaport	**6 May 2008 - LCL** **13 May 2008 - FCL**
Copies of Airway Bill and the Commercial Invoice and Packing List for **Airfreight** Consignments to Hong Kong Airport	**5 May 2008**
Arrival of **Airfreight** shipment in Hong Kong Airport	**13 May 2008**
Copies of Commercial Invoice and Packing List for local exhibits in Hong Kong	**14 May 2008**
Collection of Local exhibits in Hong Kong	**16 May 2008**

INTRODUCTION

We are pleased to have this opportunity to serve all exhibitors participating in **HIMSS AsiaPac 08 Conference & Exhibition.** Our comprehensive ranges of services including customs clearance, transportation, on-site handling and re-export arrangements handled by our fully equipped and experienced team of executives, supervisors and workers.

This Shipping Manual will assist you in your preparation for the correct and timely dispatch of your exhibits to Hong Kong. We advise you to read this manual carefully in conjunction with the Exhibitor's Kit issued by the organiser.

We recommend that you engage the services of our overseas offices and agents worldwide for a complete logistics package for your exhibits ' door-to-door ' from your country to your exhibition stand in Hong Kong. If you decide, however, not to use our recommended agents, we ask that you hand over this Shipping Manual to your freight forwarder for their compliance so that your exhibits can be correctly dispatched and consigned to us. Failure to comply with the deadlines and instructions will cause unnecessary delays in clearance, and may lead to additional expenses incurred.

Trans-Link Exhibition Forwarding (HK) Ltd.
29/F, Fook Lee Comm Centre, Town place, 33 Lockhart Road, Wanchai, HKSAR
Tel. +852 2866 2505, Fax +852 2866 2421
tkhg@agilitylogistics.com - www.agilitylogistics.com

AIRFREIGHT

DOCUMENT DEADLINES

The following documents must reach us not later than **5 May 2008**.

- ❑ 1 copy of Airway Bill
- ❑ 1 copy of Commercial Invoice & Packing List
- ❑ 1 copy of Insurance Policy (if insured)

CARGO DEADLINES

The cargo must arrive at Hong Kong International Airport not later than **13 May 2008**.

INWARD/OUTWARD HANDLING TARIFF

(for individual exhibits not exceeding 3,000 kg)

From arrival Hong Kong International Airport to exhibition stand inclusive of removal and temporary storage of empty packing cases (where applicable) at site or vice versa.

Documentation & Communication Fee	**US$60.00** per consignment per exhibitor
Basic handling rate	**US$0.90** per kg based on actual or volumetric weight, whichever is the greater.
Minimum charge	**US$90.00** per consignment (HAWB) per exhibitor.
*Airport Terminal Charge	**Approx US$0.30** per kg based on actual or volumetric weight, whichever is the greater (at cost).
Minimum charge	**US$30.00** per consignment (HAWB) per exhibitor.

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tkhg@agilitylogistics.com - www.agilitylogistics.com

SEAFREIGHT

DOCUMENT DEADLINES

We need the following documents not later than

29 April 2008 - **LCL Shipment**
6 May 2008 - **FCL Shipment**

- ❑ 1 original Bill of Lading or 1 copy of Express Bill of Lading
- ❑ 1 copy of Commercial Invoice and Packing List
- ❑ 1 copy of Insurance Policy (if insured)

CARGO DEADLINES

The cargos must arrive Hong Kong seaport not later than

6 May 2008 - LCL Shipment
13 May 2008 - FCL Shipment

INWARD/OUTWARD HANDLING TARIFF

(for individual exhibits not exceeding 3,000 kg)

From arrival Port of Hong Kong to exhibition stand inclusive of removal and temporary storage of empty packing cases (where applicable) at site or vice versa.

Documentation & Communication Fee		**US$60.00**per consignment per exhibitor
Basic handling rate		**US$85.00** per cbm or 1,000 kg, whichever is the greater.
Minimum charge	LCL	**US$85.00** per consignment (HBL) per exhibitor.
Minimum charge for FCL	FCL 20'	**US$1870.00** per 20' GP container
	FCL 40'	**US$3740.00** per 40' GP container
		US$4250.00 per 40' HQ container
*LCL Terminal Handling Charge		**Approx US$30.00** per cbm or 1,000 kg, whichever is the greater.
Minimum charge		**US$100.00** per consignment (HBL) per exhibitor.
*FCL Terminal Handling Charge		**Approx US$280.00** per 20' container
		Approx US$370.00 per 40' container

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* Current and actual cost levied by Airport or Container Freight Stations (CFS), all third party's charges incurred will be charged at cost.

The above rates (for both seafreight and airfreight) exclude stand dressing, assembly of display panels or machinery or decoration of any kind. If these special services are required, it will be subject to a mutual agreement with the exhibitor and additional charges will be levied.

Above rates are based on direct MAWB/OBL consigned to us. If shipment is made through a consolidator, any additional fees imposed by the consolidator will be billed as additional at cost to exhibitors/agents.

All consolidated shipments by seafreight and / or airfreight must be issued with House Bill of Lading and / or House Airway Bill. A Consolidation Cargo Manifest must also be provided.

CONSIGNMENT INSTRUCTIONS

The Master of Airway Bill / Bill of Lading must be consigned "Freight Prepaid" to:

Consignee: TRANS-LINK EXHIBITION FORWARDING (HK) LTD
29/F, Fook Lee Commercial Centre,
Town Place, 33 Lockhart Road,
Wanchai, Hong Kong
Tel : (852) 2866 2505 / 2531
Fax : (852) 2866 2421 / 2472

Notify Party: TRANS-LINK EXHIBITION FORWARDING (HK) LTD
Tel : (852) 2866 2505 / 2531
Fax : (852) 2866 2421 / 2472
Contact: Ms Jenny Yau
For: **HIMSS AsiaPac 08 Conference & Exhibition**

All documents such as Airway Bill / Bill of Lading must be consigned as above. Additional charges will be incurred for wrong consignee details.

(A 5% outlay commission will be imposed on all "Freight Collect" consignments).

LATE ARRIVALS

A late arrival surcharge (based on basic handling rate) will be applicable if the shipment arrives after the stipulated deadlines – 30% surcharge.

In the event of late arrivals, Trans-Link will make all reasonable efforts to ensure delivery before the show opens; however, no guarantee can be given. The surcharge will apply regardless of delivery date to the show site.

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Tel. +852 2866 2505, Fax +852 2866 2421
tkhg@agilitylogistics.com - www.agilitylogistics.com

CASE MARKINGS

For easy identification of exhibits, all packages must be marked as follows:

HIMSS AsiaPac 08 Conference & Exhibition

c/o Trans-Link Exhibition Forwarding (HK) Ltd

Name of Exhibitor : _____

Stand Number : _____

Case Number : _____

Gross Weight/Net Weight: _____

Dimensions : _____

PACKING

Exhibitors are advised to provide strong packing cases for the transportation of the exhibits which can withstand unpacking and repacking operations. For main exhibits, were commend bolted returnable type of cases to be used. This is to avoid unnecessary repair and reconstruction of cases in the event of damages due to handling whilst in transit.

COMMERCIAL INVOICE & PACKING LIST

Please find attached a copy of the **Commercial Invoice and Packing List** for your usage. You may photocopy additional copies if the attached is insufficient.

Explanatory notes on the filling of Commercial Invoice and Packing List form are as follows:

a. All entries must be in English Language.
b. A full description of the item must be given. Do not just indicate the model name or model number. Describe the item - such as " 1:3 scale (cutaway) missile model "or" souvenirs - Lapel pins" or "wooden display plinth floor standing", etc.
c. Every individual item, including giveaway items and brochures, is to be given a value based on CIF value expressed in U.S. dollars. Do not indicate the phrase "No Commercial Value ".
d. The following declaration must be indicated: "The invoiced goods are of.....(country)....origin and are intended for display purposes only at the exhibition site in Hong Kong."

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CONTROLLED ITEMS IN HONG KONG

In case the shipment contains any controlled items by Hong Kong Government, we strongly recommend that the Commercial Invoice & Packing List should be faxed or e-mailed to Trans-Link Exhibition Forwarding (HK) Ltd. for checking prior to the shipment departure from the country of origin.

If required, Trans-Link Exhibition Forwarding (HK) Ltd. will apply necessary license/ permit on behalf of the exhibitors, but under no circumstances that Trans-Link Exhibition Forwarding (HK) Ltd. can guarantee such license will be granted.

According to the Trade and Industry Department/ Customs Regulations in Hong Kong, import/ re-export license from the Hong Kong Government is required for transshipping the followings items in Hong Kong:

- Animals, Birds & Reptiles and their parts, Endangered Animals & Plants Species
- Controlled Chemicals
- Controlled Medicines
- Dutiable Commodities: alcoholic liquors, tobacco, hydrocarbon oil & methyl alcohol *(duties & taxes in Hong Kong will be billed to exhibitors' account as per outlay)*
- Fresh/ Frozen Meat
- Optical Disc Mastering & Replication Equipment
- Radio Transmitting Equipment
- Strategic/ Hi-Tech/ Communication Commodities
- Vehicle (left hand)
- Textiles, etc.

If import / re-export license is required, exhibitors are required to submit to Trans-Link the following documents / information for application of licenses in Hong Kong at least **14 (fourteen) days** prior to the shipment departure from the country of origin.

a. Catalogue/ Brochure of commodities
b. Export Permit Issued by the Products' Originating Country/ Place
c. Certificate of origin
d. Commercial Invoice and Packing List

Application for import/re-export license in Hong Kong (if required)

License Application fee	**US$50.00** per application

For further details, please refer to the below web-site: http://www.tid.gov.hk.

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MOVE-IN DAYS

Exhibits will be transferred to the exhibition venue during the move-in days. Representatives of Trans-Link will be available to help the exhibitors with the move-in logistics including unpacking and storage of empties as applicable.

MOVE-OUT DAYS

Prior to the move-out days, exhibitors will be given a 'Disposal Instruction Form' to fill in based on the Commercial Invoice & Packing List given at time of entry of goods into Hong Kong. Exhibitors are required to advise Trans-Link if the goods will be re-exported, sold or disposed, as applicable.

During move-out days, representatives of Trans-Link will be on-site to help exhibitors with return of empty cases, repacking, re-export, etc. as applicable.

RE-EXPORT

Re-export formality will require about 1 week prior to shipment re-export out of Hong Kong. In the event, the exhibitor needs the goods to be re-exported urgently, please advise representative of Trans-Link on-site of your request as applicable.

STORAGE CONDITION

The Owners/Agents forwarding goods for storage (hereinafter referred to as 'the depositor') hereby declare that they are the Owners/Agents of the goods, and in forwarding such goods for storage accept the following terms and conditions.

Goods received for storage are not insured by Trans-Link Exhibition Forwarding (HK) Ltd (hereinafter referred to as 'The Company') and are stored entirely at the risk of the Depositor. The Company will however effect an insurance of the goods on behalf of the Depositor if requested to do so by the Depositor in writing provided that that the premium in respect of such insurance is paid or agreed to be paid by the Depositor.

The Company will not be responsible for the condition or the contents of any goods received for storage, nor for any loss of weight and damage to the said goods before or whilst being stored or remaining in storage caused by dampness, termites, burglary, theft, Acts of God, Enemies, hostilities, strikes, lockouts, riots, civil commotions, effects of climate, monsoon, tempest, lighting, earthquake, explosion, vermin, white ants, unprotected or insufficiently packing or packages, obliteration of marks, book holes, tearing of covers, bursting of bands of hoops, leakage, rust, decay, sweat, mildew, dry rot, evaporation, fumigation, accidents and /or the latent defect of the storage containers.

The Company may refuse to deliver to any person the goods deposited unless the storage charges accrued are paid.

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HEAVY-LIFT SURCHARGES

Our tariff is applicable for individual exhibit not exceeding **3,000 kg** per package. Individual exhibit in excess of **3,000 kg** per package will incur heavy-lift surcharge (in addition to the basic handling charge) as per the table below:

Weight Per Package	Heavy-Lift Charges
From 3,001 to 5,000 kg	**US$50.00** per 1,000 kg (based on the total weight of the package)
From 5,001 to 7,000 kg	**US$60.00** per 1,000 kg (based on the total weight of the package)
From 7,001 to 9,000 kg	**US$80.00** per 1,000 kg (based on the total weight of the package)

Exhibits exceeding **9,000 kg** or dimension exceeding **L3m x W2m x H2m** per package will subject to an individual quotation when the dimensions and weights are provided.

ATA CARNET HANDLING FEE

If ATA Carnet is used for temporary import, an ATA Carnet administration fee is applicable to exhibitor at **US$50.00** per Carnet per entry or exit.

THIRD PARTY AGENCY'S FEE

Only applicable if shipment is through co-loader

Third Party Agency's Fee	At cost as per outlay, minimum charge **US$45.00** per consignment (HBL / HAWB) per exhibitor

GOVERNMENT IMPORT / EXPORT DECLARATION FEES

Declaration fee	**0.05%** of CIF Value declared
Minimum charge	**US$15.00** per consignment per exhibitor

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LOCAL HANDLING SERVICES

(for individual exhibits not exceeding 3,000 kg)
From collection at exhibitors' warehouse / premises in Hong Kong to delivery exhibition stand or vice versa.

Handling Rate	**US$85.00** per cbm or 1,000kg whichever is the greater
Minimum	**US$85.00** per consignment per exhibitor

ON-SITE HANDLING SERVICES

(for individual exhibits not exceeding 3,000 kg)
Local exhibits arriving at the venue shall be subject to the following On-Site Handling Services from arrival Exhibition Venue to delivery Booth or vice versa.

Handling rate	**US$40.00** per cbm or 1,000kg whichever is the greater
Minimum	**US$60.00** per consignment per exhibitor

STORAGE CHARGE

Goods not re-exported or storage for another exhibition shall be transferred from the booth to our warehouse for temporary storage.

Handling charge	**US$75.00** per cbm or 1,000kg whichever is the greater, minimum charge **US$75.00** per consignment per exhibitor
Storage Fee	**US$10.00** per cbm per week, minimum charge **US$10.00** per consignment per week

FUMIGATION RULES IN HONG KONG

For shipment that will be re-exported from Hong Kong to USA, Canada or Australia, all wooden packaging materials are required to be fumigated or treated with preservatives prior to departure. All related charges will be for the exhibitor's account as per outlay.

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HIRE OF LABOUR ETC

Our rates are including unpacking and repacking on-site during normal work hours. If exhibitor requires additional labour, please contact us for quotation.

DANGEROUS GOODS

Exhibitors need to send us a special form for dangerous goods (the form will be provided upon request), and the completed forms should reach us at least 7 working days before shipment is dispatched. Additional handling surcharges will be levied and relevant charges will be quoted upon request.

Exhibitors/ agents shall be liable for the consequences of shipping such items to Hong Kong without consulting Trans-Link.

ADDITIONAL SERVICES

For additional services not listed above, an individual quotation will be given upon receipt of specific requirements

INSURANCE

We would like to advise that it is the responsibility of each exhibitor to arrange Marine (Transport) Insurance covering transport to the exhibition, during the exhibition, and the return of the exhibits to domicile, including the period the exhibits are handled by Trans-Link, and also ensure that Transport Insurance is arranged for exhibits sold locally.

Our tariff is computed on the basis of volume and weight and has no correlation with the value of exhibits, it follows that the cost of insurance cover is not included in our charges.

REQUEST FOR INSURANCE

Upon written instructions, Trans-Link can offer the exhibitor insurance coverage at competitive premiums.

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TERMS OF PAYMENT

Inward : Upon uplift of goods, prior to delivery to stand.
Outward : Upon presentation of invoice/prior to delivery to premises.

All payments must be made without any deduction or deferment on account of any claim, counterclaim or offset.

Details of our bank account:

The Hong Kong & Shanghai Banking Corporation
Hay Wah Building Office
Hong Kong
Account No. 110-109097-001 (HKD)
110-3-803050 (USD)
(Remitting bank charges are to be borne by the exhibitor)

TERMS AND CONDITIONS

Trans-Link does not take any responsibility for: -

a) Exhibits which are not allowed by the organizer or Hong Kong Customs to be sold or displayed in fair site.
b) Any tax/duty for sold exhibits
c) Loss of goods whilst on display at the venue

All business is only transacted in accordance with our Standard Trading Conditions. A copy is available upon request.

Use of Trans-Link's services – be it partly or in full – and any requirement for additional services at any time before, during or after the exhibition express orally and/or in writing and/or by conduct, implies acknowledgement and acceptance of the foregoing.

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SERVICE REQUEST FORM

SHOW NAME : HIMSS AsiaPac 08 Conference & Exhibition
DATE : 20 – 23 May 2008
VENUE & COUNTRY : Hong Kong Convention & Exhibition Centre, HONG KONG

Please kindly complete and fax this form to :

TRANS-LINK EXHIBITION FORWARDING (HK) LTD.
29/F., FOOK LEE COMMERCIAL CENTRE, TOWN PLACE, 33 LOCKHART ROAD, WANCHAI, HONG KONG
TEL: 852-28662505 FAX: 852-28662421 E-MAIL: JYau@agilitylogistics.com
CONTACT PERSON: Ms. Jenny Yau

(Please Circle)

1.	To arrange for transportation from the below address/ country to the delivered exhibition booth or vice versa: Address: _____ Country :_____ Contact :_____ Tel : _____ Fax : _____ E-mail:_____	**INWARD** **OUTWARD**	**YES** **YES**	**NO** **NO**
2.	To arrange transportation from arriving at the fairground to the delivered exhibition booth or vice versa	**INWARD** **OUTWARD**	**YES** **YES**	**NO** **NO**
3.	Empty storage the packing materials during the show period		**YES**	**NO**

Item No.	Description Of Exhibits	Bare or Packed	Dimensions L x W x H (cm)	Gross Weight (kg)

Documents & Consignments Deadline in Hong Kong
Receipt of documents for seafreight consignments: 29 April 2008 – LCL 6 May 2008 – FCL
Receipt of documents for airfreight consignments: 5 May 2008
Arrival of seafreight consignments: 6 May 2008 – LCL 13 May 2008 – FCL
Arrival of airfreight consignments: 13 May 2008

NOTE **1) If your individual exhibits exceeds 3,000 kg or 3 x 2 x 2 m, we may have to conduct a cargo survey to facilitate our logistics planning.**
2) It is the responsibility of each exhibitor to arrange Marine (Transport) Insurance covering transport to the exhibition, during the exhibition, and the return of the exhibits to domicile, during the period the exhibits are handled by Trans-Link, and also ensure that Transport Insurance is arranged for exhibits sold locally.

Company Name:				**Signature:**	
Person-in-charge:		**Tel:**		**Fax:**	

(If your exhibits' details exceed one page, please make a copy for continuation)

WORLDWIDE AFFILIATE AND AGENCY NETWORK

ARGENTINA (54)(11)
BTG-EXPOTRANS S.A.
Azopardo 1345, C1107ADW
Buenos Aires, Argentina
Tel: 4362 5030 · **Fax:** 4362 5080
E-mail: cliff@btg-expotrans.com.ar
Ctc: Mr Cliff WIlliamson

AUSTRALIA
EXPOSERVICE LTD
Melbourne (61-3)
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Tel: 9330 3303 **Fax:** 9330 3337
Email: remoore@agilitylogistics.com
Ctc: Mr Robert Moore

Perth (61-8)
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Ctc: Mr Sebastian Bufalino

Sydney (61-2)
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Ctc: Mr Allen Yap

AUSTRIA (43)(662)
LAGERMAX INTERNATIONALE SPEDITION GMBH
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Austria
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E-mail: hansgeorg.kracher@lagermax.com
Ctc: Mr Hans Georg Kracher

BAHRAIN (973)
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Post Box 2758, Manama, Kingdom of Bahrain
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Email: HPrabhath@agilitylogistics.com
Ctc: Mr Hewa Prabhath

BELIGUM (32)(2)
ZIEGLER EXPO LOGISTICS
Parc des Expositions,
1020 Brussels, Belgium
Tel: 478 4805 · **Fax:** 478 2625
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Ctc: Mr Thierry Dameure

BRAZIL (55)(11)
FULSTANDIG SHOWS E EVENTOS
Rua MarioAmaral, 370-CEP 04002-021
Sao Paulo - SP Brazil
Tel: 3884 2531 · **Fax:** 3884 9751
E-mail: csmac@fulstandig.com.br
Ctc: Mr. Claudio Machado

BRUNEI (673)(2)
TRANS-LINK EXPRESS (B) SDN BHD
No. 1 Brunei Jaya Complex, 4.5 miles
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Tel: 653013/4/5/6 · **Fax:** 652670 / 652685
E-mail: enquiry@tristarbrunei.com
Ctc: Mrs S T Lim / Mr Lim Beng Siong

CAMBODIA (855)(23)
TRANS-LINK CAMBODIA LTD
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Khan Daun Penh, Phnom Penh
Kingdom of Cambodia
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Email: strotter@twiglobal.com
Ctc: Ms Sandi Trotter

CHINA
***Beijing* (86)(10)**
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Beijing 100020, P R CHINA
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Fax: 65881960
E-mail: tbej@agilitylogistics.com
Ctc: Ms Jennifer Fu

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***Shenzhen* (86)(755)**
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SHENZHEN BRANCH
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Guangdong Int'l Hotel, 339 Huanshidong Road
Guangzhou China 510098
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Ctc: Ms Lily Wong

***Tianjin* (86)(22)**
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Ctc: Ms Jennifer Fu

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Ctc: Mr Erkki Koski

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95976 Roissy CDG Cedex, France

Paris Expo
Paris Expo Porte De Versailles
Bureau des Transitaires / Terrasse H
75015 Paris, France
Tel: 4863 3381 **Fax:** 4863 3382
Email: AEl-Houari@agilitylogistics.com
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Ctc: Mr Achim Rauser

INDIA (91)(124)
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Ctc: Ripudaman

INDONESIA
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E-mail: exhibition@tgm.gpi-g.com
Ctc: Mr Richard Lim

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Email: mdoneda@agilitylogistics.com
Ctc: Ms Marilena Doneda

JAPAN
***Tokyo* (81)(3)**
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101-0032, Japan
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Ctc: Mr Yoshimichi Yoneda

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Ctc: Ms Helen Wong

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JAGUAR TRAFIMAR LOGISTICA SA DE CV
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Col. Polanco.C.P. 11510 Mexico, D.F.
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Email: miguel.lara@jaguartrafimar.com.mx
Ctc: Mr Miguel Angel Lara

As of 15 Feb 2007

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E-mail: parami@mptmail.net.mm
Ctc: Mr Eugene Tan

NETHERLANDS (31)(10)
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Netherlands
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E-mail: g.rijkee@hudig.com
Ctc: Mr Gerard Rijkee

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RAHMANI TRANS-LINK LOGISTICS (PVT.) LTD.
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Ctc: Mr Inam Rahmani

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Ctc: Mr Maurício Neves
Email: MNeves@agilitylogistics.com

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Paranague City, PHILIPPINES
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E-mail: ssayaman@agilitylogistics.com
Ctc: Ms Sonia Sayaman

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E-mail: marekgl@uex.com.pl
Ctc: Marek Grzegorzewski

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E-mail: ddivakaran@agilitylogistics.com
Ctc: Mr Deepak Divakaran

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Exhibition Complex, 123100 Moscow Russia
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Email: adviser@ewt.ru
Ctc: Mr Alexei Levitski

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TRANS-LINK EXHIBITION FORWARDING PTE LTD
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7 Toh Tuck Link, Singapore 596227
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E-mail: dkhor@agilitylogistics.com
Ctc: Mr Danny Khor

SPAIN (34-93)
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Ronda San Pedro 58 3. 3. A
08010 BARCELONA – SPAIN –
Tel: 319 12 69 · **Fax:** 319 17 45
Mobile: + 34 609 72 74 22
E-mail: jcperez@comarfex.com
Ctc: Juan Carlos Pérez Mármol

SOUTH AFRICA
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